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HOW TO ORGANIZE AND CONDUCT A MEETING

Especially arranged for the use of Young Men and Women who may have to take an active part in organizing and successfully conducting a Debating Club, Literary Society, Secret Society, or who may be called upon to preside at a public meeting

BY

W. H. F. HENRY

AUTHOR OF HENRY'S HIGH SCHOOL QUESTION BOOK

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PREFACE.

Professed scholars, as a class, know but little of the machinery of business meetings. Their literary societies and debating clubs have but few points in harmony with the practices and demands of general custom.

Great stress is placed upon the importance of practical acquaintance with the usual routine of school studies,—arithmetic, grammar, &c. This is proper; but after the school come the regular workings of business life, when much that has required years to master, is often of little practical utility. A familiarity with parliamentary usages and privileges is a proper element of the common school. The great majority of the young of both sexes receive no further instruction than that afforded by the common school. How necessary, then, that a brief, yet distinct outline of the common principles of parliamentary customs should be embraced in the curriculum, or course of study, in every school, graded or ungraded! Many a young man after entering upon the busy duties of life, and being called upon to act as chairman or secretary of some citizens' meeting, places himself in an uneasy position and the assembly in an awkward predicament, by his manifest ignorance of the customary workings of a deliberative body. Hence, for the sake of personal dignity and the amelioration of their fraternal and business relations in after life, it is of the utmost importance that the young should be made familiar with the formal customs and general laws of a deliberative assembly.

One objection only can be urged against debating associations—their liability to abuse; but where debating is recognized and required as one of the regular exercises in a school, this objection vanishes. There the presence of the teacher secures it against abuse. In this case, instead of a *Debating Society*, you have a *Debating Class;* the teacher, as a general thing, acting as President.

It is strange that the capabilities of such a means should so seldom be tested in our schools, seeing that inquiry is ever on tip-

toe, in these days, for new and more efficient modes of developing the human intellect. The very fact that debate necessitates *distinctness of aim*, and is always prosecuted with *lively attention*, ought to give it prominence as an educating force.

The purport of this little manual is to present, in a condensed yet comprehensive form, those general principles with their modifications which are well authorized and established by practice, and which are common to all well-organized bodies.

PREFACE TO REVISED EDITION.

At the request of a number of teachers a series of Examination Questions covering all the general principles of Parliamentary Law has been added, which, if mastered, will give the student a *thorough knowledge* of every question that is likely to arise on the subject.

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INTRODUCTION.

1. **THE OBJECT OF DEBATE.**—The ultimate triumph of truth is beyond all peradventure. The appropriate office of debate is to bring all the forces of truth into due requisition, and to beat off the shafts of error. The barriers of interest, the darkness of ignorance, and the sloughs of apathy have been nullified by prompt and opportune displays of controversial power. Efficient debate brings all assumption to the test of logic. Its aim is to *hear both sides*, to grant a fair field to Error as well as to Truth.

As blind adherence to things as they are, under the name of wise conservatism, opposes tenaciously every effort at progress, so some power of logical analysis seems necessary, at every point, to see, if nothing more, that even real reform and real progress are not fatally obstructed in the contest. This power finds a ready and flexible application in the person of an accomplished debater. Attainable by practice, and capable of indefinite improvement, it is serviceable in every station of life, and is full of benefit to all that use it aright.

2. **PURPORT OF PARLIAMENTARY LAW.**—To discuss certain questions and to decide upon certain measures constitute the object of all assemblies. Unless there be some definite line of procedure and systematized principles, confusion will reign, and no satisfactory sense of the meeting can be brought out. The design of parliamentary law is, therefore, to effect uniformity in assembly proceedings.

3. **ORIGIN OF PARLIAMENTARY PRINCIPLES.**—The general principles of parliamentary law originated in the old Roman code, and were continued and improved in the Parliament of England. Many modifications have been introduced by our general Constitution, by the several States, and many more by the practices of the people. The principle underlying all is, however, the same, though each individual meeting must have special enactments for its own purposes.

4. ***IMPORTANCE OF* DEBATING CLUBS.**—Among the best fields for the exercise of educational discipline are debating clubs. Though

many organizations of this kind frequently present little beyond a record of desultory proceedings, devoid of serious or elevated purpose, without aim, study, conformity, or result beyond the requirements of an ordinary pastime, yet when properly conducted, they are capable of splendid service in the cause of education. Open disputation is the philosophical method of testing the soundness of theory, and detecting the disguises of error. Out of apparently transient conflicts of opinion have originated mighty changes, social, civil, and religious. Many things, offensive to good sense and good taste, are, no doubt, said and done in these societies; and the exhibitions of ignorance, conceit, and frivolity, there often witnessed, may shake the confidence of spectators.

The capabilities of usefulness offered by debating associations may be summed up in the following considerations:

First:—They are, when rightly managed, the best schools of LOGICAL DISPUTATION. This should be conducted in the spirit that befits the sober investigation of truth, courts the guidance of reason, and ignores the dominion of pride, passion, and prejudice.

Secondly:—They furnish the best opportunities for the practice of DELIBERATIVE ORATORY, or that which is furnished in deliberative assemblies. The appropriate fields for deliberative oratory are wherever questions are to be discussed and decided according to the will of the majority; as, in Congress, the State Legislatures, in City Councils, in Town Meetings, in Conventions of the Church, in Synods, in Presbyteries, in organized bodies of every description, civil and religious, literary and scientific, commercial, mechanical and agricultural.

Thirdly:—They necessitate the acquisition of a great VARIETY OF USEFUL KNOWLEDGE. They induce young persons to be at the pains to acquire a great amount and variety of useful knowledge. Men that never awoke under the discipline of school or college, have suddenly shown, under the spur of debate, unquestionable signs of the most extraordinary mental capacity. In the transactions of debating societies much practical incidental information is imparted; such as that which grows out of the necessity, so frequently arising, of preparing, in written form, Resolutions, Reports, and other documents, which require ability, acquired only from practice, for their prompt and proper execution. When asked to reduce your resolution to writing, or, as Chairman of a Committee, to bring in a written report, or, as Secretary of a meet-

ing, to produce a record of its transactions, how mortifying to be found tardy, awkward, blundering, or altogether inadequate to that service!

Fourthly:—They lead to familiar acquaintance with the practice of PARLIAMENTARY LAW. This is a kind of education which fits one for usefulness, where, without such fitting, all other qualifications are often comparatively useless.

Fifthly:—It is a guarantee of order, of decency, of dispatch, of free speech, of fair decisions; and is a source of influence (where influence is everything); a defence of the right, when often the right has no other defence. When assembled, under the call of duty, for grave and important consultation, men are never in a sphere more elevated. They form a "multitude of counselors, in which there is safety." A deliberative assembly, to find favor with wise and good men, must have the essential element of good order. If the body be not under the guidance of some known and recognized rules of order, its members are like a ship at sea without chart, compass, or rudder, a melancholy prey to the vicissitudes of chance.

5. ESSENTIALS OF A GOOD DEBATER.—Wherever the will of the people is the law of the land, or wherever republican principles prevail to any considerable extent, there deliberative assemblies must often be convened, to consider various topics of common interest. The Congress of the United States, the Legislatures of the several States, town meetings, county gatherings, State or National Conventions, associations of persons—whatever the purposes of the association—constitute deliberative assemblies. In all these, propositions are submitted for consideration, discussed with freedom, and received, or rejected, according to the will of the body. To speak in a deliberative gathering, to enlighten and influence the minds of men engaged in the consideration of momentous affairs, may be the lot of every one. It is, therefore, the duty and the interest of every man to fit himself, as far as may be, to discharge this most important function. In view of this, it will be proper to notice some of the essentials of a good debater:

(1.) *He must always endeavor to gain the good will of his audience.* Since the will of his hearers is the final court of justice, the power of persuasion should be brought to bear. Wit, humor, novelty, *beauty, and sublimity* of thought should be cultivated, with felicities of diction and graceful postures and gestures.

(2.) *He should be quick to discern those motives most likely to sway his auditors.* Cicero says: "The discourse must be accommodated, not only to the truth, but also to the taste of the hearers." There are two different descriptions of men; the one rude and ignorant, who always set profit before honor; the other polished and civilized, who prefer honor to everything. The young orator is not advised to appeal to the motives of his hearers, whether high or low, in order to urge upon them what is wrong, but having what he believes to be a good object, he may appeal to any and every suitable motive to influence men to seek that object.

(3.) *He should be a man of general intelligence.* The multiplicity and diversity of the subjects acted upon in deliberative bodies, necessitate wide general information in a debater. Every kind of knowledge, or item of information, is of practical value to him; whether at a village meeting, discussing the expediency of making a road or building a bridge; at a convention, arguing the propriety or impropriety of a change in the Constitution of the State; whether among the friends of education, assembled to consider the ways and means of improving the moral and intellectual condition of the masses; or in some ecclesiastical Synod, or Council, or Convention, exchanging counsels on matters of high religious concernment; or in Congress, debating questions of law, of tariff, of revenue, of treaties, of peace, of war, &c. In short, with the debater, "Knowledge is power."

(4.) *He should aim at simplicity of style, clearness of logic, and earnestness of manner.* He must speak plainly, earnestly, feelingly. Familiarity with his theme will enable him to be fluent in speech. Where there is no underlying beauty and sublimity of thought, it is ridiculous to indulge in beauty and sublimity of language.

(5.) *He should endeavor to have his thoughts and feelings so absorbed in his theme, as to free his delivery from every appearance of being studied and artificial.* If he fully understands and feels the force of his theme, he will not likely employ false tones and emphasis, or awkward and inappropriate gestures. He should be careful not to withdraw his attention, while speaking, from his subject to himself, as, for instance, thinking of the probable effect of his tones or his attitudes. He should deal wholly with those emotions and sentiments on which alone a truly natural delivery depends.

(6.) *He should be perfectly familiar with the rules of Parliamentary practice.* The applications of Parliamentary Law give rise to the most spirited debates, and their discussion involves very important

interests. It is, therefore, of the utmost importance that the debater be acquainted with the recognized rules and modes of transacting business in assemblies, whose opinions, feelings, and votes, it is his purpose to sway.

(7.) *He must be a good extemporaneous speaker.* This is absolutely essential to the character of a good debater. Excellency of speech is no exclusive gift of genius; but is always, more or less, the fruit of *practice.* Men of respectable abilities seldom fail to acquire the art of extemporaneous speaking, with assiduous and intrepid practice.

When a person speaks confusedly and obscurely, there is in his thoughts, at the time, a corresponding want of order and clearness. This confusion and obscurity of thought may be due to a variety of causes. Ignorance of the subject, want of premeditation, or an ill-disciplined mind will be found to be the real causes of almost all abortive attempts at extemporaneous speaking. The presence of a numerous audience, or of particular individuals who are dreaded as critics, sometimes a contemptuous bearing in an opponent, or an overweening vanity in himself,—gives the speaker an overpowering cause of derangement in his ideas, and a consequent inability to deliver a connected discourse. These sources of failure are quite removable by care, study, and effort.

Confusion of ideas and inability to give vent to coherent expression, arising from physical causes, may or may not be remedied by hygienic measures.

We shall here give four rules, which, if rightly followed, will be conducive to skill in the use of extemporaneous language:

First:—*Endeavor always to think clearly and methodically.* Thinking and speaking stand in the relation of cause and effect. When the mind thinks in an orderly and perspicuous manner, the tongue, which is under the guidance of the mind, utters words in a corresponding style. The young speaker should often assume, as an intellectual gymnastic, some debatable subject for the exercise of his mental powers, dealing with it as with a thing of reality, and endeavoring to acquire an interest, and, if possible, an enthusiasm, in its management.* He should consider in how many ways the point which he wishes to make can be presented and defended, and

*"I owe my success in life," says Henry Clay, "to one single fact, namely, that, at an early age, I commenced and continued for some years, the practice of daily reading and speaking the contents of some historical or scientific book. These off-hand efforts were sometimes made in a cornfield; and others, in the forest; and not unfrequently in some distant barn, with the horses and ox for my only auditors. It is to this early practice of the art of all arts that I am indebted for the primary and leading impulses that stimulated my progress, and have shaped and moulded my destiny."

among these, which is the most likely to be fully understood and fairly appreciated. Let him then try the experiment of putting the whole process into extemporaneous language. Frequent repetitions of this exercise will prove a healthful stimulus to renewed exertion.

Second:—*Be in the constant habit of seeking the best possible language for the expression of your ideas, even in ordinary conversation.* Conversation with refined and educated persons affords the best exercise in oral expression. Good language as well as good manners is corrupted by evil associations. In daily intercourse with others, always be on the alert to catch what is choice and correct, and avoid what is vulgar and inaccurate.

Third:—*Read often and carefully the best specimens of deliberative eloquence.* While doing this the student should become familiar with the precise nature of the proposition advocated or opposed; his own personal relations to it; the character or constitution of the body addressed; the time, place, and circumstances wherein the speech was delivered.

Fourth:—*Exercise your powers often in the practice of written composition.* An excellent practice to improve in written composition is, to read carefully a passage from some great oration or other literary production, getting the substance of it fairly in the memory, and then putting it again into language the best you can command. Another admirable method of acquiring precision of style is, to peruse a given passage from a writer of established reputation, and then to express, in words other than those of the author, the same idea.

Fifth:—*Be always diligent in the acquisition of knowledge.* To insure success the genuine orator should be acquainted with every department of knowledge. Many persons, relying upon a certain natural fluency, are apt to fall into the lamentable habit of trying to speak without knowing or having anything to say.

SECTION I.

MANAGEMENT OF A QUESTION.

1. **DISCUSSION DEFINED.**—The process which the word *discussion* indicates is such *a shaking or sifting of a subject as best discloses its real character and relations.* Imprecision in the use of language is prolific of vague and idle disputation; hence, the importance of careful wording of the question for discussion.

2. **METHODICAL STATEMENT.**—The man of education and of superior mind is distinguished not so much for the weight or novelty of his remarks, or any unusual interest of facts communicated by him, as for habitual *arrangement* of his words. Have a definite purpose as well as a definite plan. The audience may be ignorant of the matter in dispute, and so require to be instructed; or they may be sufficiently enlightened, but may entertain just the opposite opinion. In all cases, there is obvious need of proper exposition. This should be *clear*, *concise*, *candid*, and *methodical.*

3. **BURDEN OF PROOF.**—He that makes allegations against anything which already exists under the sanction of custom or opinion, is bound to make good his charge by appeal to argument. The *burden of proof*, therefore, lies on the side of him who would dispute it. Young debaters often miss very important advantages by not attending to this. To undertake to establish by proof what no one has undertaken to overthrow, *admits distrust* and invites suspicion.

4. **ARRANGING ARGUMENTS.**—Upon this hangs the difference of victory or defeat. It must be determined by a regard to circumstances. It is policy to begin and end with a strong impression,—to place some of the best arguments first and last, and the rest in the middle. Another method is to begin with the weakest, then take the next in the order of force, and close with the strongest. This arrangement is thought to be best adapted to an audience disposed to accept your conclusions, but lacking the requisite measure of confirmatory evidence. Another direction is to set out with an exhibition of your best proofs, and bring in what others you have, in the order of their relative force. The effort is to command assent at the outset, and to meet opposition.

5. **REFUTATION.**—The whole force of an objection lies sometimes in some *misconception* or *misstatement of facts*. To weaken confidence in the objector and to make null the objection, afford no mean advantage in addressing a popular assembly. In order to conceal underlying sophisms it is often the purpose of the disputant to prolong the discussion, or the form of it. Unless the strong objections which have been urged by an adversary and which are found to have weight with the audience, be answered, your own arguments will likely be heard with prejudice, and, perhaps, with the impression that you purposely overlooked them, because they were too much for your strength. Passing over an objection, with the *promise* to refute it, at some later point in the course of the discussion, is sometimes most unworthily resorted to, as an expedient to delay, and finally, to avoid altogether, the answer to a well-founded objection. The debater who is an honest disputant, will not fail, either to fulfil his promise or confess his inability.

6. **BEGGING THE QUESTION.**—This is *quietly assuming* the very proposition to be proved, as a premise in the argument which is offered to prove it. For illustration, to say that man is mortal, because he is subject to death, is only to say that man is mortal because he *is* mortal. So, if a person who may be asked why opium induces sleep, should answer, because it is soporific, he *begs the question*, for since soporific means *sleep-producing*, his answer, in substance, would be: Opium is sleep-producing because it *is* sleep-producing.

7. **ARGUING IN A CIRCLE.**—This is a method of reasoning to make two propositions reciprocally prove each other. There is no little difficulty in detecting and exposing the fallacy when many propositions or statements intervene between the two things thus reciprocally proved. Thus, one proceeds to prove A by B, and then B by C, and C by D, and closes, perhaps, by proving D by A. A common kind of fallacy is that which grows out of a misapprehension of the question in dispute, or a purposed departure from it.

8. **THE EXORDIUM AND THE PERORATION.**—Circumstances alone can determine, in any given case, what would be appropriate, either for an introduction or a close. In this respect the speaker is best left to his own judgment, taste, and tact. The opening should aim to make clear the path of discussion, by removing obstacles, in the shape of ignorance, prejudice, or indifference; the closing should embrace a judicious recapitulation,—a revival of the trains of reasoning chiefly relied upon for a decision, with an occasional resort to pathos.

SECTION II.

RULES OF ORDER IN DELIBERATIVE ASSEMBLIES.

PRELIMINARY INSTRUCTIONS.

1. **A DELIBERATIVE ASSEMBLY.**—A deliberative assembly is an organized meeting of persons convened to discuss, and decide upon, questions or propositions submitted to their consideration.

2. **AN ORGANIZED MEETING.**—This means an assemblage of persons brought together for deliberation, provided with suitable officers, and otherwise arranged so as to give each member a fair opportunity to take due part in the proceedings.

3. **OFFICERS.**—*The officers necessary for a deliberative body are:

A PRESIDING OFFICER and a SECRETARY, or CLERK; but others may be appointed, depending upon the character of the meeting. Thus, there may be one or more vice-presidents, one or more secretaries, a corresponding secretary, and a treasurer.

The presiding officer in a deliberative body is variously denominated. In the Senate of the United States, he is termed *president;* in the House of Representatives, *speaker;* in certain ecclesiastical organizations, *moderator;* in ordinary meetings, resulting

*For DUTIES OF OFFICERS, see Section III.

from a published call, *chairman*. *President* is the name most comprehensive, and the one most commonly employed in literary and other societies.

How Elected. The officers of a deliberative assembly should be elected by a *majority** of the voters, as this method gives less room for dissatisfaction. In many places it is customary to elect by a *plurality* of votes.

In the election of persons to office, the principle of a majority is sometimes adopted, and sometimes that of a plurality. Where the plurality principle is adopted, the candidate having the highest number of votes is, of course, elected. Where several persons are to be chosen at the same time, for the same office, those having respectively the highest number of votes, are duly elected. Thus, if three individuals are to be elected trustees of a corporation, and five candidates in the field receive respectively 10, 15, 20, 25, and 30 votes, the last three are held to be elected. Where the principal of a majority is employed, the successful candidate must have a majority of all the votes cast, that is, he must have more votes than all the rest of the candidates put together.†

*The *greater* of two unequal portions of any total is called the majority. But the word is sometimes employed to denote the *greatest* of any number of unequal parts into which the whole may be divided. For the sake of ready distinction, however, the greater only of two unequal divisions of any total is called a *majority;* while the greatest of any number more than two, of such divisions, is termed a *plurality*. Thus, if 20 be divided into the two unequal parts, 15 and 5, 15 will be the majority. Divide the same number into three parts, 10, 7, 3, and 10 will be the plurality.

†Under the plurality principle, when two or more candidates have an equal number of votes for the same office, where one person only is to be elected, there is no election, and a new trial must be had. This is the rule, unless, as is provided in some places, the returning officers, or some other tribunal, be empowered to decide between the rival candidates. Under the majority principle, when the total of votes cast is an even number, its half increased by one, is the number necessary to a choice. Thus, if the whole number be 15, the number that elects is 8; if the whole number be 16, the number that elects is 8 increased by 1, that is, 9.

4. **RULES OF ORDER.**—All business in deliberative assemblies is transacted in conformity with certain rules and regulations, which experience has shown to be fit and necessary for that purpose.

5. **ADVANTAGE OF RULES OF ORDER.**—The object of a deliberative assembly is to obtain a free expression of opinion, and a fair decision of the question discussed. "Without rules of order, this object would, in most cases, be utterly defeated; for there would be no uniformity in the modes of proceeding, no restraint upon indecorous or disorderly conduct, no protection to the rights and privileges of members, no guarantee against the caprices and usurpations of a presiding officer, no safeguard against tyrannical majorities, nor any suitable regard to the rights of a minority."

6. **RULES OF ORDER ESSENTIALLY THE SAME.**—The rules of order in our state legislatures are substantially the same as those adopted in the National Congress; being, indeed, founded thereupon; but they differ in some particulars.

As the rules in the several state legislatures differ, in some points, from those in Congress, on which they were founded, so do they differ frequently from one another; though in all the essentials of the common code, they are quite in harmony. "The rules of order in most other deliberative bodies in this country, are, in the main, the same with those in the National Congress or in the state legislatures; so that, in almost all fundamental points, there is great uniformity of practice. Hence, in allusion to the origin of the code of rules and regulations, thus generally established, it is often called THE COMMON CODE OF PARLIAMENTARY LAW."

7. **SPECIAL RULES.**—It is usual for deliberative bodies of every kind, especially permanent organizations, to adopt, in addition to the common code, a series of

special rules. These special rules take the precedence, if they conflict with the ordinary parliamentary laws.

8. **RESOLUTIONS.**—The decisions or resolves of a deliberative assembly, which properly constitute their *acts*, are usually embodied and affirmed in formal declarations, called *resolutions*. On motion, these resolutions are duly recorded and stated from the chair, freely discussed, and then decided affirmatively or negatively by the meeting.

9. **"ON MOTION, DULY SECONDED."**—Whenever a member wishes to get the sense, or judgment of the body on any given proposition, and, for that purpose, moves or proposes its adoption, he is said to make a motion. To *move* a resolution is simply to offer it for consideration. A resolution can not find favor unless it meets with a second. To *second* a motion is to join with the proposer thereof, as his aid or *second*, in offering it to the consideration of the meeting. The party moving the resolution introduces it, with or without previous remarks, by saying: "*Mr. President, I beg leave to offer the following resolution;*" which he then reads aloud. The party seconding simply says: "*I second the motion.*"

10. **"MOTION" AND "RESOLUTION."**—These words may signify, respectively, either the *act* of moving or that which *is* moved, the *act* of resolving or that which *is* resolved. As these two terms sometimes prove identical, they are often employed as convertible terms.

All business in a deliberative assembly should be introduced by means of a motion. When adopted by the body, it becomes an order, or resolution, or law, or whatever else may be its appropriate name.

11. **DECISIONS, HOW MADE.**—The decisions in a deliberative assembly are commonly made by open vote; often, also, by ballot.

There is also another mode of taking the question, which is called taking the question by *yeas* and *nays*.

12. **DIFFERENCE BETWEEN A VOTE AND A BALLOT.**—*Vote* means a *vow*, *wish*, or *will*. It signifies a choice, or preference, in relation to matters submitted for decision, or for persons proposed for office. It may be made *viva voce;* by raising the hand; and, besides various other ways, by *ballot*, whose primary meaning is a *little ball*. To vote by ballot, then, is, properly, to signify one's choice by throwing into a box, or other receptacle, a ball so colored, or otherwise marked, as to indicate an affirmative or negative vote. Instead of ballots, however, tickets are now generally used, having *yes* or *no*, or a candidate's name thereon.

13. **QUESTIONS, HOW DETERMINED.**—Where there is no special rule to the contrary, a majority of votes determines a question. In certain cases, however, other proportions are required, as, two-thirds or three-fourths; or, as is sometimes the case, a mere plurality.*

14. **ORAL AND WRITTEN MOTIONS.**—Every motion calling for special care and deliberation should be in writing; but motions merely affecting the order of business, or other subordinate matters, are usually oral.

15. **DIFFERENCE IN "VOTED," "ORDERED," AND "RESOLVED."**—The terms are synonymous so far as they all indicate what has been *done* or *decided* upon.

Resolved, however, is the term most generally used: "*voted*" prevailing chiefly in the New England States while "*ordered*" is confined mainly to religious organizations.

16. **SUBMITTING A QUESTION.**—At the close of a debate or deliberation, the presiding officer asks: "*Is the assembly ready for the question?*" If no one signifies

*See Note to Topic 3, page 19.

a desire further to discuss or consider the subject, he then proceeds to submit the question thus: "*As many as are in favor of the adoption of the resolution, will signify it by saying 'Aye.'*" Then, pausing a moment to hear the response, he adds: "*Those of the contrary opinion will say 'No.'*"

The answer on both sides being duly given, the president announces the result; saying, "*The ayes have it,*" or "*The noes have it,*" as the case may be.

17. **NO DECISION, OR, PRESIDENT'S DECISION QUESTIONED.**—If, after the vote is given, the president is unable to decide, or if, after he has announced the result, his decision is questioned, he should so divide or arrange the assembly as to allow the votes on each side to be accurately counted. This may be done by directing the ayes and the noes respectively to take different sides of the room; or by first requesting the ayes to stand up in their places long enough to be numbered, and then calling upon the noes to do the same thing; or by asking the ayes each to raise the right hand, and as soon as these have been counted, inviting the noes to signify likewise. The president then counts, or appoints tellers to count, the votes on each side respectively, and announces the true result.

18. **THE CASTING VOTE.**—If, on any question, the members are equally divided, the president must give the casting, or determining vote.

19. **VOTING OBLIGATORY.**—Every member present at the time when a question is duly submitted for decision, is bound to give his vote for, or against the pending proposition, unless excused at his own request; but an excuse is clearly against duty in the case.

20. **QUESTION BY YEAS AND NAYS.**—It is sometimes thought proper to record the names of members in connection with the votes they give for or against a proposition. *To do this*, the question is thus stated; "As

many as are in favor of the resolution (or whatever it is) *will, as their names are called, answer, 'Yes;' and as many as are opposed to it, will answer 'No.'*"

The roll is then called by the clerk or secretary, and as each member answers *yes*, or *no*, the answer is noted or marked opposite his name; and, to afford opportunity for the correction of mistakes, if any, the names of the voters on each side are again read, and then the result is formally declared by the president.

21. **RE-OPENING THE DISCUSSION.**—It is always in order, even after the voting has been commenced, to renew the debate; unless the vote is taken by the yeas and nays.

In case of a renewal of the debate after the affirmative has been put, the question when again submitted, must be put both in the affirmative and the negative; for the new discussion may have brought new light, and, besides, members not present before may have since entered, and so long as the question remains under debate, every one has a right to a vote one way or the other, as he pleases.

22. **DIFFICULTY ON A POINT OF ORDER.**—All difficulties on points of order arising during a division, the president is to dispose of by a peremptory decision. Such decisions, if improper, are afterward subject to censure or correction.

23. **NON-DECISION.**—If, while a decision is going on, the number of members present falls below that required for a quorum,* no decision can be had. In that event the matter remains just as it was before the decision was ordered or undertaken, and when resumed must be continued from that point.

*See "Work of Committees," Topic 2, (2). Section VI.

SECTION III.

DUTIES OF OFFICERS.

Following is an outline of the various duties of the several officers of deliberative assemblies:

PRESIDENT.

(1.) *To call the assembly to order.* It is also his duty to keep the meeting in order till adjourned.

(2.) *To preside impartially over the deliberations of the assembly;* and to certify, when necessary, to all papers and proceedings. Communications are usually addressed to the secretary, or the corresponding secretary, if there be one; but it is the duty of the president to take cognizance of all such communications, and to be fully posted as to the nature and extent of the assembly's proceedings.

(3.) *To sustain decorum,* by enforcing the rules of order as long as the assembly supports him in so doing, and to see that the officers perform their duties. He should be kind and courteous himself, and should maintain due decorum among the members. All questions of order are referred at once to him and he should give his decision pointedly, enforcing it, unless there be an appeal to the house. A presiding officer should not permit members to dispute with him, as such a practice is pernicious, and should not be tolerated.

(4.) *To put all questions to vote,* and to announce the result; also to state the business in its order.

(5.) *To submit, in an orderly way, all motions*, propositions, or petitions made by members, and to so explain them that they will be fully understood. When the vote is taken, he announces to the assembly that the *ayes* or *noes* have it, as the case may be.

(6.) *To decide a tie vote.* The president does not vote except for this especial purpose. He can not be *compelled* to vote, but a refusal on his part would exhibit a dereliction of duty, showing indecision and an inability to meet the emergency of the case.

(7.) *To sometimes appoint committees.* When so directed or required, he is to appoint by name the members that are to serve on committees; to take measures that such committees discharge the duties incumbent upon them; and at all meetings, whether stated or special, to call for their reports, if due, also to see that these are, in proper form, presented to the meeting.

(8.) *To see that the constitution and by-laws be fully complied with.*

(9.) *To give his signature*, when necessary, to all acts and proceedings.

VICE-PRESIDENT.

(1.) *He is to take the chair*, in the absence of the president, or when the president leaves the chair to take part in the proceedings. In case there is no vice-president, any one may be called, and clothed with all the obligations and authority of the office. When a motion is made referring to the president exclusively, or nearly so, it should be put by the vice-president, if he is occupying his official seat; otherwise, by the clerk.

SECRETARY.

(1.) *He is to keep a record of the proceedings of the society*; to keep the "minutes," which consists in re-

cording accurately and fully the acts done in the assembly; to make entries of those things only which have been voted upon and passed, except where a motion may prevail to the effect that the matter in question lie on the table, in which case the first motion will have to be mentioned, in order to know what that matter was. It is not in conformity to parliamentary demands for the secretary to put in the journal summaries of the things done, or an epitome of all the proceedings.*

(2.) *To call to order*, in the absence of officers entitled to the chair, and to preside until the election of a chairman *pro tempore*, which should be immediately.

(3.) *To call the roll*, and note absentees, or in voting by yeas and nays, to record the vote of each member.

(4.) *To announce the receipt of all papers* addressed to the assembly; and to certify, when necessary, to all papers and proceedings.

(5.) *To write all letters, orders, etc.*, as the society may direct.†

*In the absence of a rule, however, all principal motions should be recorded, even though they do not prevail. Among other things, the minutes should state time and place (when variable) of meeting; whether regular or special; adjourned regular or adjourned special; officers present, officers absent, and appointments *pro tem.;* the names of speakers on each side of all measures; the number of votes on each side, in case of a division; whether the minutes of previous meeting were approved; the hours at which the assembly convened and adjourned. When the occupant of the chair is changed during the meeting it should be noted in the minutes. No part of the minutes can be expunged except by unanimous consent, but the journal may be corrected by a majority vote.

†Correspondence with individuals or other societies is usually the duty of a corresponding secretary.

(6.) *To read the journal, or "minutes"* of previous meeting, also such papers as are ordered to be read, rising for the purpose.

(7.) *To prepare the credentials* of delegates or representatives. The credentials should state the precedence of each by numbers, commencing with the one having the highest number of votes. When two or more candidates receive the same number of votes, they rank in the order of nomination. This rule applies also to alternates. A member elected to fill a vacancy takes the same rank as the one whose place he supplies.

(8.) *To notify committees* of their appointment and to furnish them with necessary papers.

(9.) *To give his signature* when necessary. The secretary's signature should be upon all the writings—sometimes with, and sometimes without, that of the president.

TREASURER.

(1.) *To receive and hold all moneys* due the organization, and to pay it out only on its orders, attested by the president and clerk. He must keep accounts in detail of all moneys received and paid out. In case there is a financial clerk, the clerk receives and the treasurer disburses.

(2.) *To report in full* for all moneys so often as the society may ask; to give a clear and correct statement of its financial condition.

SUBSTITUTES.

The president may apppoint or the assembly may elect an officer *pro tem*. When it is necessary for the president to vacate the chair in the absence of a vice-president or other officer authorized to preside, he may appoint or the assembly may elect a chairman *pro tem*.

On the arrival of a permanent officer entitled to the office, the one so selected may yield the chair, but he can be compelled to do so before the close of the sitting only by vote of the assembly. The place of a *pro tem.* officer is liable to be vacated at any time by the election of a *pro tem.* successor.

REVIEW OUTLINE.

The following classification shows at a glance the usual officers and their respective duties:

OFFICERS AND DUTIES.

- **President** .....
  - To call to order.
  - To sustain order.
  - To explain and decide all questions of order.
  - To announce all business.
  - To receive all communications.
  - To sometimes appoint committees.
  - To state all motions.
  - To put all questions to vote and give result.
  - To decide a tie vote.
  - To give his signature when necessary.
- **Vice-President**
  - In absence of president to take the chair.
- **Secretary** .....
  - To keep a record of proceeding of society.
  - To write all letters, orders, etc.
  - To call the roll and mark the absentees.
  - To call the roll and register the votes when *yeas* and *nays* are taken.
  - To read the *minutes* of previous meeting.
  - To read all papers and documents.
  - To notify committees of their appointment and business.
  - To give his signature when necessary.
  - To keep charge of all documents belonging to the society.
- **Corresponding Secretary.**
  - To conduct all correspondence with individuals or societies.
- **Treasurer** .....
  - To receive and hold all moneys due the organization.
  - To disburse all moneys as the society may direct.
  - To report in full for all moneys as often as society may ask.

SECTION IV.

DUTIES AND RIGHTS OF MEMBERS.

1. **DUTIES.**—The duty of every member is to follow strictly the rules of order. His various duties may be classified as follows:

(1.) *He should obtain the floor properly before speaking.* When he wishes to make a motion, or to speak to the meeting upon any matter, he should first rise and address the presiding officer by his title "*Mr. Chairman,*" or "*Mr. President.*" This officer responds by calling the member by name, thus recognizing him as in order. Should the speaker not be recognized, he should address the president again; if this does not avail, he should conclude that it will not be in order to speak at that time, and so yield the floor. He should always yield the floor to calls of order.

(2.) *He should avoid speaking upon any matter until it is properly brought before the house by a motion* duly made, seconded, and stated. Much confusion and dissatisfaction are caused by a habit in which some members indulge, by saying, "*I would like to suggest this,*" or "*I would like to propose that,*" or "*I would like to hear the opinion of the meeting upon this.*" If several members rise and address the chair at once, the president should grant the precedence to him whose voice is first heard. All such decisions are open to discussion, and the vote of the assembly may be taken thereupon.

(3.) *He should never designedly or heedlessly interrupt another member while speaking.* Should such

annoyances as hissing, coughing, stamping, whispering, or like disorderly conduct be indulged in, it is the duty of the presiding officer to restore order. If his appeals be of no avail, he should name the offending party by stating that he is guilty of improper behavior. The offending member may have a voice in vindication of his acts, and may then be requested to withdraw from the room, or permitted to remain, according to the will of the assembly.

(4.) *He should abstain from all personalities in debate.* The language of every member should be free from offensive epithets. No indecent allusions or disorderly expressions should be indulged in. If an injured member chooses to make complaint on account of offensive language toward himself, action may be taken somewhat as follows: "The member speaking is called to order, and the person complaining is called upon by the chair to give the offending words as accurately as possible; by the direction of the president these are noted down by the secretary. Should the presiding officer discover that the offense is unworthy of notice, he need proceed no further, unless it be to meet the manifest desire of the assembly.

"The words noted are read to the unruly member, who, if he acknowledges such to have been his language, and make sufficient apology, may proceed with his speech. But, should the assembly desire it, action should be taken as to his guilt or innocence; if guilty, the kind and amount of punishment is decided upon."*

2. **RIGHTS OF MEMBERS.**—Any member has the right to offer any motion or resolution, provided that he observes the rules of order. The several rights of members may be classified as follows:

(1.) *A member has a right to offer in the proper way, any motion or resolution which he may deem ex-*

*Concerning disorderly words, action should be taken as soon as they are noticed. No action is to be taken in the case, if business transactions intervene between the offense and the complaint.

pedient. He has also the right to discuss or explain a question or motion, or any other subject brought up for consideration.

(2.) *He has the right to call to order*, if necessary. Any member has the right to call to order another member who may be out of order, either in speaking at all, or in the matter and manner of his speaking. The president should take cognizance of all such actions, and any member has the right to assist and sustain him in such work.

(3.) *He has the privilege to hold the floor, when legally obtained, until through speaking.* CUSHING says: "When a member has obtained the floor, he can not be cut off from addressing the assembly on the question before it; nor, when speaking, can he be interrupted in his speech by any other member rising and moving an adjournment or *any privileged motion.* It being a general rule that a member in possession of the floor can not be taken down or interrupted, *but* by a call to order; and the question of order being decided, he is still to be heard through. Any of the above actions are themselves breaches of order, and, although they may be an exponent of the impatience of the members, yet the speaker may continue if he choose."

The presiding officer himself may not interrupt a member on the floor, except on question of order.

When a member yields the floor for any other purpose than a point of order, he can not, of a right, claim it again, though custom may permit him to do so.

(4.) *He may appeal from the decision of the chair to that of the Assembly.* The process is somewhat as follows: "The chairman having rendered a decision, the member taking exception thereto rises and appeals to the assembly for its decision; if the matter be unimportant the president himself at once puts the question, '*Shall the decision of the chair be the decision of*

the assembly?' and the chairman and house abide by the decision. If the matter be an important one, he had best resign the chair to the vice-president, if there be one; if not, the members should elect a chairman. The president has a right to be heard in defense of himself, so also the assembly for itself, and then the vote is taken. Whether the assembly does or does not sustain the decision, he at once resumes the position of presiding officer."

3. REVIEW OUTLINE—DUTIES AND RIGHTS OF MEMBERS.—The following diagram illustrates at one view the duties and rights of members:

MEMBERS.

Duties of
- To obtain the floor before speaking.
- To stand when speaking, if convenient.
- To avoid speaking upon any matter until it is properly brought before the house by a motion.
- To keep upon the question then pending.
- To yield the floor to calls for order.
- To abstain from all personalities in debate.
- To avoid disturbing in any way, speakers of the assembly.
- To refrain from all words and acts of indecency.

Rights of
- To offer any motion or resolution to the assembly.
- To explain or discuss that motion, or *any matter* properly before the meeting.
- To call to order, if necessary.
- To hold the floor, when legally obtained, till through speaking.
- To appeal from the decision of the chair to that of the assembly.

SECTION V

MODE OF ORGANIZING.

1. **PRELIMINARY PROCEEDINGS.**—A call for a deliberative meeting of any kind should always be signed. The person signing the advertisement frequently calls the meeting to order, and leads in the organization; *any one*, however, may lead. A call for a public meeting should always state clearly the object had in view.

The usual manner of organizing a temporary meeting is as follows:

A call having been made by advertisement or otherwise, the citizens gather at the appointed time and place. Usually the person who called the meeting presides. He addresses the assembly, suggesting the propriety of coming to order and the necessity of their proceeding. He moves that Mr. ——— act as chairman of the meeting. The meeting comes to order, the motion is made and seconded. The matter is then put to a vote.* The chairman thus elected, takes the stand, announces the election of officers will now be in order, and suggests the nomination of some suitable person for secretary; also for other necessary officers. These motions are put to a vote by the chairman; after which, measures are at once taken to effect either a permanent or a temporary organization.

2. **EXAMPLE OF A TEMPORARY ORGANIZATION.†**

JAS. BENNET (*rising and addressing the assembly*).—Ladies and gentlemen: Inasmuch as there are a goodly number of us present and the appointed hour is here, probably it will be well for us to

*See Topic 16, S ction II.
†From the "Normal Debater," by O. P. Kinsey.

proceed to our work; in consideration of which things I move that Mr. Bernardo Phillips be our chairman.

MR. STALL.—I second the motion.

JAS. BENNET.—You have heard the motion; as many as are in favor of Mr. Phillips acting as chairman of this meeting say "AYE" (*those persons in favor of this now respond*). Those opposed say "NO" (*opposing members vote*). Mr. Phillips is elected chairman.

MR. PHILLIPS (*advancing to the front of the room and taking the chair*).—My Friends: I am indeed thankful for the honor you have shown me, and shall try to serve you as best I can. That no time may be lost, let us proceed at once and complete the organization. Electing a secretary will now be in order.

MR. JONES.—Mr. Chairman.

MR. PHILLIPS.—Mr. Jones.

MR. JONES.—I move that C. D. Lewis act as secretary of this meeting.

MR. WRIGHT,—I second that motion.

MR. PHILLIPS. You have heard the motion; as many as are in favor of it say "AYE" (*members respond*). Those opposed say "NO" (*opposing vote*).

Mr. Lewis is elected secreiary.

We are now organized and shall proceed at once to the object of the meeting. Doubtless you all came knowing the importance, not only of this, but of all similar occasions. I trust that the teachings of this hour may send us forth with a new impetus for our work, and that the time may not to any one, be spent in vain.

I now have the pleasure of introducing to you Col. Danford, who will address you. (*Colonel speaks.*)

3. **A PERMANENT ORGANIZATION**.—The mode of appointing a chairman and other officers is similar to that for a temporary meeting (given in preceding topic). A meeting temporarily organized may be converted into a permanent organization by passing a resolution to that effect, and providing, also, by resolution, for the appointment of a committee to draft and report a constitution for the proposed society. The constitution, when duly accepted and adopted, should be signed by all the persons adopting it, and should fix the conditions on which other persons might afterward be admitted to membership.

4. **COMMENCING BUSINESS** (*temporary meeting*).—The president announces that the meeting being duly organized is now ready for business. Business may be introduced by the presentation of petitions, memorials,

or other papers, emanating from persons not belonging to the body, or by calling for the report of committees.

If the meeting has been called for some specific object, the proper course is for some one to rise and move that a committee be appointed to draft resolutions expressive of the sense of the assembly. During the time the committee are engaged in this duty, it is usual to call on some suitable person present to address the meeting. At the conclusion of his remarks, the committee, if ready, present their report. When resolutions have been previously prepared, they are presented in due form, without the intervention of a committee.

(1.) *At a permanent organization.* Calling the members to order the presiding officer directs the secretary to call the roll, and then proceeds to ascertain whether or not a *quorum** is present. This is a term applied in legislative and other deliberative bodies to such a number of members as may be declared necessary to give validity to any business proceeding. Where there is no special regulation to the contrary, a quorum consists of a majority of the members. This regulation is very essential, because, otherwise, a few members, in the absence of the majority, might militate against the wishes of the assembly.

*See also "Committee of the Whole," Topic 7, (3), page 39.

SECTION VI.

WORK OF COMMITTEES.

1. **COMMITTEE DEFINED.**—Such matters as require a more extended examination, or a more free discussion, or a more elaborate preparation for action, than is compatible with the formalities essential to the government of large assemblies, are often entrusted to one or more of the members, who, for this purpose, are called a committee.

2. **KINDS OF COMMITTEES.**—Committees are of five kinds, viz: Committees of the Whole, Standing, Special, Conference, and Joint. The last four are often called select committees, to distinguish them from committee of the whole. Boards of managers, trustees, and directors, usually act in the capacity of committees. They are often also of the nature of representatives.

3. **STANDING COMMITTEES.**—These are appointed for a class of subjects, and usually for a stated term. They are governed by the same rules as special committees, except that they are continued for other purposes, after making their report on matters referred to them. They are often vested with authority to originate business within their jurisdiction.

4. **SPECIAL COMMITTEE.**—This class comprises those appointed on a particular occasion to attend to some specific matter which is aside from the duties of the standing committees; and when the subject has been settled, the committee is discharged.

5. **CONFERENCE COMMITTEE.**—This is a form of select committee. It consists of two committees, one appointed by each co-ordinate legislative branch, each acting separately by a majority vote. It is their duty to confer together, and agree, if possible, on such amendments as will be acceptable to both houses. When they can not agree, or when their report is not acceptable, a new committee is usually appointed.

6. **JOINT COMMITTEE.**—This is constituted by the appointment of members from each house. They act as one committee, and may be instructed by either house. It may be either special or standing.

7. **COMMITTEE OF THE WHOLE.**—As a general thing committees are made up of a *part* of the assembly; only the number requisite for the transaction of the business being assigned to it. But, sometimes it is thought best for the whole assembly to resolve itself into a committee, and in such a condition, to act upon the subject; this is called a *committee of the whole.*

(1.) *To resolve an assembly into a committee of the whole.* The form employed in resolving into a committee of the whole, is this: A member rises and moves "that the assembly do now resolve itself into a committee of the whole, to take under consideration the subject" (whatever it is); and this being recorded, the question is put to a vote by the presiding officer. If decided in the affirmative, the president, after announcing the result, resigns the chair to the party appointed to act as chairman of the committee, and then takes part, like other members, in the matter under deliberation.

(2.) *The chairman.* The president, by virtue of some special rule, or in accordance with established custom, designates a member to act as chairman of *the committee*: if in virtue of a rule, the person so

named or designated is thereby appointed: if merely in compliance with custom, the appointment may or may not be acquiesced in, according to the will of the members. If the president, in conformity with usage, but without the authority of a special rule, assigns to a member the chairmanship of the committee, the appointment is valid if no one objects; but if objection be made, a chairman must be appointed by a regular vote.

(3.) *A quorum.* In a committee of the whole, a quorum consists of a majority of the voting members, except when the committee is charged with matters of a judicial nature, in which case all must be present, unless both parties interested consent directly or by their representatives to proceed with a majority. When no quorum is present, the committee should by motion rise and report to the assembly the cause. The presiding officer, whose duty it is to be present in the committee, and ready when necessary to resume the chair, takes his proper place, and the committee of the whole is accordingly dissolved. If, after reporting, it be ascertained that there is a quorum present, and if the assembly do not adjourn, the committee, without a vote, immediately resumes its sitting.

(4.) *Secretary in committee of the whole.* The secretary of the general meeting acts as clerk of the committee of the whole. He records in the journal only what is reported to the assembly by the committee and not any minor points that occurred in the latter body while in session.

(5.) *Proceedings in committee of the whole.* The only object of the committee is to secure a release from certain embarrassments, necessarily existent in the conduct of the assembly proper; it follows, therefore, that some differences must be made in the order of proceeding.

The principal points in which the order of proceeding in a committee of the whole differs from that pursued in the assembly itself, are briefly as follows:

In the assembly, a member can not speak more than once or twice on the same subject; in committee of the whole, he may speak as often as he pleases.

In the assembly, all discussions may be suddenly arrested by the use of the previous question; in committee of the whole, the previous question can never be introduced.

In the assembly, the yeas and nays may be called for, and an appeal be made from the decisions of the chair; in committee of the whole, neither a call for the yeas and nays nor an appeal from the chair is allowable.

In the assembly, committees of their own number may be raised at any time; in committee of the whole, a committee of their own number, that is, a sub-committee, is inadmissible.

In the assembly, any breach of order may be punished; in committee of the whole, as in other committees, the matter must be referred to the assembly.

In the assembly, a motion may be made and carried to adjourn to another time and place; in committee of the whole, if, for any reason, it is thought proper to discontinue their deliberations for a time, it is necessary for some one to move that the committee rise, report progress, and ask leave to sit again.

Greater freedom is allowed in committee of the whole. The proceedings, though leading to *results* however useful, are themselves often tedious and informal, and are not required to be placed upon the record, as would be the case were they the transactions of the assembly as such.

8. REPORT OF COMMITTEES.—This should always be in writing, and should be read by the chairman, or some one appointed for that purpose. It should be *read by the one* selected.

(1.) *Time for report.* "In most organizations, an especial time is set apart for the reporting of committees, and the presiding officer, when the proper time arrives, announces that such will be in order, and asks whether the committee on such (naming the subject) is ready to report. Should the report not be called for, then the person appointed to give the report may choose the most suitable opportunity, and declare that the committee is ready to report. Should a committee not be ready to report when called upon, it can report the progress made, if any, and that more time is necessary."

(2.) *First question on the report.* "When a committee is ready to report, the one appointed to represent them announces to the meeting that they are ready to submit their work to the consideration of the general assembly. Usually no motion is necessary to receive the report out of the hands of the committee, but should any objection be made by any one as to the time of receiving the report, then a motion should be made by some member '*that the report be received.*' The motion being decided in the affirmative, the committee is discharged; but the subject may be recommitted to them."

(3.) *Reading of the report.* At the proper time, the member rises in his place and informs the chair that he is prepared to present the report of his committee, naming its title. The question of reception is determined as in the last section. If received, the member usually reads it and hands it and all papers connected therewith to the clerk. If lengthy, however, it is sometimes received and the reading deferred until the assembly is ready to act upon it. When action is taken, the recommendations or resolutions and argument may be amended, but it is usually quite sufficient to amend the former. The report of the chairman of a committee of the whole is made as soon as the com-

mittee rises. If progress is reported and leave granted to sit again, the time of sitting will be fixed. If leave is not granted, the subject comes up before the assembly in its original state.

(4.) *Minority report.* The reception of a report from the minority of a committee is conceded rather as a *favor* than as a *right.* This is done, though not strictly in order, partly out of courtesy, and partly for the sake of a more full development of the matter in dispute.

(5.) *Amendments.* That which the assembly has adopted a committee can not change. Neither can they change the subject or title of the matter referred to them. With these exceptions, the committee has full power over the matter, and may report adversely. A paper referred must be returned without being altered or defaced in any manner. All amendments, even those ordered by the assembly, must be added on a separate piece of paper, referring to paragraph, line, and word in the original, or if many changes are made, they may be embodied in a new draft. An auditing committee to whom a financial report is referred, may, however, indorse a report of approval on the back of such financial report.

9. **THE INVESTIGATION OF CHARGES.**—This is generally referred to a special or standing committee, though sometimes to the committee of the whole. At the examination, both parties may be present with counsel, and introduce and cross-examine witnesses. Evidence in order to sustain the charge need not be strong enough to convict in criminal proceedings. The evidence and proceedings should all be written down by the committee.

(1.) *Written evidence.* When this is used the *questions and* cross-examinations are to be agreed or

decided upon before being submitted to the distant witness, and the authenticity of the replies must be evinced by the handwriting or otherwise.

(2.) *Notice to appear.* The accused should be served with a copy of the charges, together with a written notice signed by one or more members of the committee, to appear at a stated meeting of the committee, previous to which convening the investigation can not begin. Fifteen days' notice should be served personally, if the accused is to be found; otherwise, it should be left at his usual place of abode or business, in some conspicuous place. Notices to attend should also be served the accuser and witnesses. If the assembly is not authorized by law to send for persons and papers, a notice to a person not a member should be in the form of a request. When the charges are amended by consent of the committee, the accused is entitled to an adjournment to prepare his defense.

(3.) *Report of investigation.* The report should contain one or more resolutions as to guilt, and if the accused is deemed guilty, also one or more as to penalty, and it should be accompanied with the full proceedings of the committee. If the accused or accuser (or witness, if a member), fails to appear after being duly notified, and does not render a satisfactory excuse, he should be reported as guilty of contempt, but the investigation may take place if the means are at hand.

10. REVIEW OUTLINE.—The following diagram shows at a glance all the points relating to the appointment and work of committees:

- **COMMITTEES.**
  - **Kind**..... { *Select.* / *Standing.* } { Of a part. / Of the whole.
  - **Appointment.**
    - By the president.
    - By motion.
    - By ballot.
    - By nomination.
  - **Duties**.....
    - To consider the subject assigned, at large, or under especial directions.
    - To obtain information, when directed, upon any matter, by inquiry, or otherwise.
    - To digest and put into form, for the adoption of the assembly, all orders, motions, etc., which may be given them.
    - To hold their sessions at the time and place appointed by the assembly.
    - To transact their business just as a regular assembly.
    - To change their line of procedure at any time, when so ordered by the assembly.
    - To report their proceedings in full to the assembly.
  - **Privileges.**
    - To elect their own chairman if desired.
    - To select their own time and place of meeting when not provided.
    - To note disorderly words and conduct, but not to take any action thereon.
    - To adjourn from time to time till their work is accomplished.
    - To take any desired action upon the assigned work, save changing the subject or title.
    - To appoint sub-committees.
  - **Reports**...
    - *Manner.*
      - Should be in writing.
      - Sould be made by the chairman, or some one appointed for the purpose.
      - Should be read by the one selected.
    - *Matter*..
      - May be a statement of facts or opinions without any specified conclusions.
      - May be facts or opinions concluded with a resolution or resolutions.
      - May be resolutions merely, without any introduction.

SECTION VII.

PRIVILEGED QUESTIONS.

1. **PRIVILEGED QUESTION DEFINED.**—Privileged questions are main questions which, on account of their immediate importance, are entitled *to interrupt the proceedings, and receive attention first*, after which the business suspended is resumed at the point of interruption.

2. **NECESSITY OF PRIVILEGED QUESTIONS.**—The circumstances requiring resort to the use of privileged questions are various:

The assembly may desire to adjourn; hence the motion to adjourn is a privileged one.

The members may be willing to entertain a proposition, but not at the present time; hence the necessity of a motion *to lay on the table.*

They may prefer to suppress further debate on a subject; thus recourse is had to the *previous question.*

More time for reflection or for further information may be wanted; which creates the occasion for a motion *to postpone* to a certain day.

Members may wish to have the proposition modified or altered, or the subject investigated; hence the need of a motion *to commit*, that is, to refer the matter to a committee.

They may be favorable to a proposition in the main, but dissatisfied with certain particulars, capable of easy alteration in the assembly; thus rises a motion *to amend.*

They may be anxious to get rid of a proposition altogether, and yet not to do so in a rude or indelicate manner; this is accomplished by the use of a motion *to postpone indefinitely*.

A matter may already have been decided, and yet the assembly will sometimes desire to retrace its steps, and bring the subject before the house a second time; in which event there is need of a motion *to reconsider*.

There are also incidental questions, or such as arise incidentally, which are allowed, for the time being, to supersede the proposition under consideration, whether it be a privileged one or not.

3. **LIST OF PRIVILEGED QUESTIONS.**—The questions mentioned in the preceding topic may be stated as follows:

1. Motions to adjourn.
2. Motions to lie on the table.
3. Motions for the previous question.
4. Motions to postpone to a day certain.
5. Motions to commit.
6. Motions to amend.
7. Motions to postpone indefinitely.
8. Motions for the orders of the day.
9. Motions concerning questions of privilege.
10. Motions concerning questions of order.
11. Motions for the reading of papers.
12. Motions for the withdrawal of motions.
13. Motions for the suspension of rules.
14. Motions to reconsider.

Another classification and arrangement of the preceding is thus given by Cushing:

PRIVILEGED QUESTIONS:—*Adjournment, Questions of Privilege, and Orders of the Day.*

INCIDENTAL QUESTIONS:—*Questions of Order, Reading of Papers, Withdrawal of a Motion, Suspension of a Rule, and Amendment of Amendments.*

SUBSIDIARY QUESTIONS:—*Lie on the Table.*

PREVIOUS QUESTION:—*Postponement, Commitment, and Amendment.*

4. **ORDER OF PRECEDENCE.**—These privileged questions have also a certain order of precedence among themselves, settled often by a former rule. The order

prescribed in the 46th rule of the House of Representatives is that which prevails to the greatest extent in this country, and is, therefore, most entitled to precedence. It is as follows:

"When a motion is under debate, no motion shall be received, but *to adjourn, to lay on the table, for the previous question, to postpone to a day certain, to commit or amend, to postpone indefinitely;* which several motions shall have precedence in the order in which they are arranged; and no motion to postpone indefinitely, being decided, shall be again allowed on the same day, and at the same stage of the bill or proposition. A motion to strike out the enacting words of a bill shall have precedence of a motion to amend, and, if carried, shall be considered equivalent to its rejection."

5. **THE MOTION TO ADJOURN.**—This motion, when simply to adjourn, or "that the assembly do now adjourn," supersedes all other questions, except *fixing the time for next sitting.* Though a motion to adjourn may be said to be *always* in order, yet this must be taken with some limitations:

It can not be received while a member is speaking, unless he consents to give way for that purpose.

It can not be entertained while a vote, or the process of calling the *yeas* and *nays* is in progress.

It can not, after being once negatived, be renewed previous to the intervention of some other business.

Lastly, it must be a motion to adjourn simply, without specifications of any kind—merely that the assembly "*do now adjourn.*"

A motion to adjourn thus prevails over all others, because otherwise, the assembly might be kept in session against its own will, and that for an indefinite time.

(1.) *A motion simply to adjourn is not debatable.*

(2.) *A motion to adjourn is not amendable.* As being entitled to supersede any pending question it can not be amended. The form must be, "*that the assembly do now adjourn.*" If put so as to fix a particular time or place, it then has no privilege over a pending question; for it introduces new business, and

seeks some object other than mere adjournment. When there is no other question before the assembly, the motion to adjourn can be amended like any other motion.

(3.) *Motion to adjourn without specification of time.* When a motion simply to adjourn is decided in the affirmative, the body is thereby adjourned to the next regular time of sitting; or to such time if any, as has been appointed by previous resolution. When an assembly adjourns without the time or place of the next meeting stated, it is always understood that it will convene again at its usual place, hour and day of meeting, whether it has been assembling weekly, monthly, or semi-annually, unless previous arrangements have been made. In temporary and all other organizations, when no regular times of meeting have been adopted, a motion to adjourn without any time of meeting is equivalent to a motion for dissolution.

(4.) *Adjournment sine die.* A motion simply to adjourn and a motion to adjourn *sine die* are really identical. *Sine die* means *without day;* that is without a day appointed for another meeting. The form to adjourn *sine die*, however, is mainly employed in relation to bodies whereof no reassembling is contemplated.

(5.) *Formality to adjourn.* To give efficacy to a motion to adjourn a formality on the part of the presiding officer is necessary. Though a resolution to adjourn has been duly passed, yet there is properly no adjournment until the presiding officer has officially announced the same from the chair.

(6.) *Proposition under debate interrupted by a vote to adjourn.* When a proposition has been interrupted in its course by a motion to adjourn, it is thereby removed from the body, and, if again brought up, must be introduced in the usual way. In most organiza-

tions, especial provisions are made for its appearance under the head of unfinished business; others provide that all business intercepted by a motion to adjourn, shall have the precedence at the next meeting.

6. **THE MOTION TO LAY ON THE TABLE.**—While a matter is under consideration it is sometimes deemed expedient, for the time being, to discontinue the discussion, with a view to take up the subject at a more convenient season. In such case a motion is made to lay the matter on the table.

(1.) *Its rank among privileged questions.* In Congress, the motion to lay on the table supersedes all motions, except a motion to adjourn. In most other deliberative assemblies it follows next to the motion to adjourn, a question of privilege, and a motion for the orders of the day.

(2.) *The motion to lay on the table not debatable.* The motion to lay on the table, decided affirmatively, removes the main question, with all other secondary or incidental questions relating thereto, until, by motion duly made and passed, it be the pleasure of the body to resume the consideration thereof. A motion to lay on the table, when decided negatively, leaves the pending question wholly untouched, and its discussion is, therefore, immediately resumed and continued just as though no interruption had taken place.

The motion to lay on the table can neither be debated nor amended. It is, therefore, often employed to get rid of a question altogether.

7. **THE PREVIOUS QUESTION.**—This motion, or question, is designed to arrest discussion and test immediately the sense of the assembly in respect to a subject under debate.*

*This motion originated in the British House of Commons, and was designed to suppress motions which, if publicly discussed, might bring censure upon the government, or upon individuals occupying high official station.

(1.) *Its form and effect.* The object of the previous question being entirely changed since its name originated, it is better that the form as well as the name be changed. The old form, still used by many, "Shall the main question be now put?" often leads to confusion. The modern form, hardly to be misunderstood, is, "*Shall the debate now close on the whole subject?*" or, "*on the question of order,*" "*appeal,*" "*postponement,*" "*commitment,*" or "*amendment?*" as the case may be. A motion to close debate at a stated time, is an incidental question, and applies only to a question of order or appeal when either is pending, as when applied to a question of lower grade it can not supersede the question of order or appeal.

An affirmative decision of the previous quesion has the effect to bring the main question without further delay or debate directly to a vote. A negative decision of it, however, operates differently; for that assumes that, if the main question is not now to be put (which is what a negative decision declares,) then that question is still subject to debate, just as it would have been had the previous question never been demanded or applied.

In all deliberative assemblies in this country, it is usually taken for granted—unless otherwise ordered by a special rule—that a negative decision of the previous question leaves the main question and all amendments thereto, under deliberation just as it found them.

(2.) *The "gag-law."* The previous question is sometimes called the "gag-law," because of its unjust use. The effect of an affirmative decision is to preclude all further debate, and bring the main question directly to a vote; and in this country it is employed almost exclusively for the purpose of arresting unprofitable discussion, and so hastening a decision.

By rendering it subservient to the purpose of cutting off the most necessary discussions, and thus compell

ing members to be silent, the previous question has often had the appellation of the "*gag-law.*"

(3.) *Admission of the previous question.* It is obvious that the use of the previous question ought to be under some limitations greater than that which is customary in case of other motions. As the custom is now, the previous question can be admitted only when demanded by a majority of the members present. In all deliberative bodies, therefore, the number at whose call it may be admitted, ought to be fixed by a special rule.*

(4.) *Rank of the previous question.* It has the same rank as the motion to postpone, the motion to commit, and the motion to amend. It can not, therefore, if first put, be superseded by any one of these. It yields the precedence, however, to a motion to adjourn, to lay on the table, to a motion respecting the rights and privileges of the members, or of the assembly at large, or to a motion for the orders of the day.

(5.) *Motion for previous question not debatable.* Neither debate nor amendment is allowable on a motion for the previous question. All questions of order, also, arising incidentally thereon, must be decided without discussion, whether appeal be had from the chair or not.

8. **THE MOTION TO POSTPONE.**—The object of this motion is: Either to defer the consideration of a pending proposition till a more convenient season; or, to get rid of it altogether without coming directly to a vote upon it. It is either for a specified time, or for a period indefinite.

* "When first recognized by the House of Representatives (April 7th, 1789,) it could be introduced by a call from *five members.* It was afterwards (December 23d, 1811,) resolved, as in the case of a call for the yeas and nays, that *one-fifth of the members present* should be necessary to a call for the previous question. This continued to be the rule till February, 1840." At that time was made the change as now prevails.

(1.) *Its rank among privileged questions.* It holds the same rank with the previous question, the motion to commit, and the motion to amend, and can not by any of these be superseded, unless it be lost; in which case the pending proposition is subject to the application of these co-ordinate motions.

(2.) *Interrupted proposition.* A proposion which has been interrupted by the passage of a motion to postpone is removed from before the assembly, with all matters pertaining to it.

(3.) *Motion to postpone may be amended* If a motion is offered to postpone to a specified time, it may be amended by substituting a different time.

(4.) *Aim of motion for indefinite postponement.* Its object is to get rid of a proposition altogether without coming directly to a vote upon it; for, when decided affirmatively, the effect is to quash the proposition entirely. It is generally held to be incapable, either of debate or of amendment.

If a motion to postpone is decided in the negative, the result has no effect upon the pending proposition; which is then to be treated in all respects as if no such motion had been made.

9. **THE MOTION TO COMMIT.**—If the matter of a proposition meets the approval of the assembly and its form is objectionable, it is usual to refer the subject to a committee. The matter goes properly to a standing committee; if there be none a select committee is raised for that purpose.

(1.) *How submitted.* The assembly may raise a select committee for any given subject, though there already be a standing committee. If there be any doubt or hesitancy in the matter, then the motion to refer to the standing committee should be first submitted to a vote of the assembly.

(2.) *Motion to commit subject to amendment.* It may be amended by substituting one committee for another; by increasing or lessening the number of members proposed; or by adding instructions regarding the subject committed.

(3.) *The motion to commit is debatable.*

(4.) *Rank of motion to commit.* It has the same rank as the previous question and the motion to postpone, and can not, therefore, be superseded by either of them. It has the precedence, however, over a motion to amend.

(5.) *Effect of an affirmative decision of a motion to commit.* The motion to commit, with an affirmative decision, removes the subject under consideration from before the meeting; if decided negatively, however, the subject remains before the assembly, and may then, if desirable, be subjected to the operation of the previous question, the motion to postpone, or to amend.

10. **MOTIONS TO AMEND.**—These are the most complicated of all the privileged questions. The prime object of the motion to amend is to change the question before the meeting so that it will be in the best possible shape before it comes to vote, and hence may meet the wishes of the members.

(1.) *Primary and legitimate use of motion to amend.* As the term implies, it is so to correct or improve the form, or statement of a proposition as to aid it in reaching the object which it aims to accomplish. A motion to amend, therefore, is properly an act friendly to the proposition to be amended. A proposition once moved, seconded, and stated from the chair, is the property of the assembly, and can be so amended as to make it more truly answerable to its object, or altogether turned away from its original purpose and

rendered subservient to objects entirely different. A proposition is thus so frequently altered by "motions to amend" that its original friends are compelled finally to vote against it in its amended shape. Motions to amend are, therefore, often made to work the defeat of a proposition. Often, where no special rule exists to the contrary, matters utterly incompatible with the proposition under consideration, are engrossed upon it, and, in some cases, everything of the original motion, after the initiatory words, "*Resolved that,*" is struck out, and a proposition entirely different added.

(2.) *Limit to amendments.* To prevent improper use of motions to amend, some deliberative bodies have established rules on the subject, which are absolutely necessary. In the United States House of Representatives the rule is, that "no motion or proposition on a subject different from that under consideration shall be admitted under color of an amendment. No bill or resolution shall at any time be amended by annexing thereto, or incorporating therewith, any other bill or resolution pending before the House."

(3.) *The three ways in which amendments are made.*

First—By the insertion or addition of words or sentences.

Second—By the removal or striking out of words or sentences.

Third—By the striking out of some words or sentences and the insertion of others in their stead.

When a proposition consists of several parts, paragraphs, or sections, or is expressed in a series of resolutions, the proper order of proceeding is to begin with the first, and amend, if necessary, each of the parts, paragraphs, sections, or resolutions in order.

(4.) *Amendment to amendment.* The amendment which is offered to the amendment should be put in the best possible shape before it is proposed, so that an *amendment* on it may not be necessary; but, if some

one or more members desire it to be changed in some way, they should, before the vote is taken, state their intentions of modifying the amendment, and how it shall be amended, provided it is rejected in its present form; they should then do all in their power to defeat the proposed amendment, and, if *successful*, they then make the desired alterations, and move it again as a new motion.

(5.) *Limit to amendment of amendment.* It is quite in order to amend an amendment to an amendment; but here the process must terminate, an amendment of an amendment to an amendment being wholly inadmissible. Amendments heaped upon amendments do not facilitate the business of the assembly; on the contrary, they would result in very serious embarrassment. Well established usage, therefore, forbids the process of amending beyond an amendment to an amendment.

However, whenever an amendment to an amendment seems itself to require amendment, the object desired can, nevertheless, be easily obtained by first rejecting the amendment to the amendment, and then, after amending it in the manner required, offering it again in its altered form as an amendment to the first amendment.

(6.) *A received amendment not subject to alteration.* If it has been voted to receive as an amendment a given clause or paragraph, it is not in order thereafter to amend this amendment; and, if it has been agreed in like manner, *not* to strike out certain words, those words can not afterwards be amended: the vote *not* to strike out being in effect a vote to *retain* them, as they stand. Also, that which has once been disapproved by a vote of the body can not be again moved in that form as an amendment.

(7.) *Amending motions by striking out certain of its parts.* Anything stricken from a question can not

be moved to be put back, nor can any part of it, unless it be in connection with other matter, and made a new proposition. A motion to strike out anything, decided in the negative, is equivalent to a motion adopting the same thing; hence, the matter, if amended, must be done so before the vote. A motion to strike out may be amended by a motion to strike out something from it, which is equivalent to leaving the last named matter in the original motion.

(8.) *Amending by striking out and inserting.* This consists in moving that certain parts of the proposition be stricken out, and certain other words inserted. When any member requests, or the body expresses through a vote its desire that the motion be divided when put to vote, the president acts according to the request, and puts first the question of striking out; if decided in the affirmative, he then puts the question of inserting.

(9.) *Amendments in conflict.* It is not in order to propose an amendment which is inconsistent with one already adopted. It is not, however, competent for the presiding officer to suppress it, as being contrary to order; for, were he allowed to bring questions of consistency like this within the rules of order, he might often usurp a negative on important modifications, and defeat instead of subserving the will of the assembly.

(10.) *Mode of stating a motion to amend.* First, read the whole passage to be amended; second, the words proposed to be struck out, or those proposed to be inserted, or the words proposed to be struck out and those offered as a substitute, as the case may be; third, the whole passage as it will stand when amended.

(11.) *Order of putting amendments to vote.* An amendment before the main question, and in like manner, an amendment to an amendment must take the

precedence. In the event of there being several proposed amendments to an amendment, they should be put to the vote in the order in which they are moved, for the sake of fitness.

(12.) *Form of the question on a motion to strike out.* In this country the form of the question always is, "Shall the words be stricken out?"

(13.) *Rank of motion to amend.* A motion to amend holds the same rank with the previous question and indefinite postponement; consequently, that which is first moved must be first put.

(14.) *By what liable to be superseded.* The motion to amend is liable to be superseded by a motion to suspend to a day certain; so that amendment and postponement being in competition, the motion to postpone takes precedence. A motion to amend may also be superseded by a motion to commit; so that the latter motion being offered while an amendment is under discussion, it must be put to the vote first.

11. **DIVISION OF A QUESTION.**—There are several changes, in the nature of amendments, that can be wrought, by motion, upon propositions:

(1.) *Dividing a question.* When a motion embraces several parts, each of which forms substantially a separate proposition, the resolution of it into distinct motions or questions is called dividing the question.

(2.) *Advantage of such division.* It affords the assembly an opportunity to receive or to reject what part it thinks proper, and to do so without embarrassment.

(3.) *How effected.* The division of a question is effected by an order of the assembly, obtained upon motion introduced in the usual way; and when divided, the several divisions or propositions into which it has been resolved, must be voted upon and decided in the order in which they stand.

(4.) *Character of motion to divide.* It should state particularly the manner in which it proposes to make the division. It is subject to precisely the same rules of amendment as any other motion.

(5.) *Addition or union of the parts of a question.* A motion that embraces in *form* two propositions, while in *substance* there is really but one, it is expedient to add or unite the separate propositions, so as to present the whole matter to the assembly as a single question.

(6.) *Mode and process of effecting such union.* This union may be effected either by voting down one of the propositions, and then incorporating its substance with the other, or by referring the whole matter to a committee, with instructions to put the two propositions in the form of a single question or motion

Whenever it is deemed expedient to transpose a clause, paragraph, or section, there should be a motion to remove it from the place where it is, and another to insert it in the place preferred.

12. **THE FILLING OF BLANKS.**—There are especial regulations for this in almost every organization and no uniformity has been practiced. Motions may be made to fill a blank with a time or a number, and each motion put to vote before another is made; or several may be made, and all be pending before any come to the vote. "In filling up blanks, the largest sums and longest time shall be put first."

13. **ORDERS OF THE DAY.**—When the consideration of a subject or subjects has been assigned for some particular day, the matter so arranged is called the order or the orders of the day, and is a putting aside of the general rule as to business.

(1.) *As to the particular hour specified.* Should the subject be assigned some particular hour for its *hearing, then* a motion for the order of the day is no

privileged question until that hour arrives. When no particular hour is mentioned the entire day is understood.

(2.) *Rank.* It commonly takes precedence of all other business, except a motion to adjourn, or a question of privilege.

(3.) *Not proper to call up one particular order to exclusion of the rest.* When several orders or subjects have been assigned for the same day, the motion for the orders of the day can not be used to call up one of them in particular to the exclusion of the others. The motions must be for the orders of the day collectively.

If, among several orders of the day, one is named for a particular hour, the rest may be acted on in due succession, as they stand upon the record, till that hour arrives; when the subject appropriate to it must come up next in order. The order for that particular hour is first considered, and the rest follow as they stand on the record.

(4.) *When decided in the negative.* The pending question is thereby entitled to be first considered, and decided upon.

(5.) *No motion while member is speaking.* A motion for the orders of the day can not be made then, because it is a breach of order to interrupt him, unless by a call to order.

(6.) *Question superseded by a motion for the orders of the day.* In this case, the question is removed entirely from before the assembly, and, if renewed, must be brought up anew in the ordinary way.

(7.) *If not acted upon on day appointed.* In that event, orders of the day are made of no effect.

In case of a special rule, orders for a given day, when not disposed of on the day appointed, may have precedence on every day thereafter, till finally decided upon.

(8.) *Orders of the day may be discharged at any time*, and a new order made for a different day.

14. **QUESTIONS OF PRIVILEGE.**—These involve the rights and privileges of individual members, or of the whole body taken collectively: as where a dispute arises respecting the presence of persons not belonging to the body, or where a quarrel takes place between members themselves.

(1.) *Rank of questions of privilege.* They prevail for the time over all other propositions, except a motion to adjourn.

(2.) *A proposition superseded by a question of privilege.* In this event, the proposition is regarded as still pending, and must be taken up again just where it was left off.

15. **QUESTIONS OF ORDER.**—In any case of a breach of the rules a member has the right to rise to the point of order, and insist upon its being duly enforced. A difference of opinion, however, may exist as to whether a rule *has* been violated or not; the question, which is thence called a question of order, must be determined before the application of the rule can be insisted upon.

(1.) *Appeal.* If the decision of the chair be deemed unsatisfactory, it is competent for any member to *appeal* from that decision, and demand a vote of the house on the matter.

The question is stated usually in this form: "*Shall the decision of the chair be sustained?*" or, "*Shall the decision of the chair stand as the decision of the assembly?*"

(2.) *Motion on an appeal is debatable.* It is in all repects to be treated like any other question; and, what is altogether against order in other cases, the presiding officer is permitted to participate in the *debate.*

(3.) *Effect upon a proposition.* The decision of a question of order sometimes disposes of the question out of which it arose; but, with this exception, a pending proposition remains wholly unaffected by the introduction and decision of a question of order, and the consideration of it is to be resumed just at the point where it was interrupted.

16. **MOTIONS FOR THE READING OF PAPERS.**—No member can be compelled to vote upon a paper until it has been once read, and by vote or unanimous consent it may be read as often as needful for the information of a member. To refer to written notes in addressing an assembly is admissible, but the reading of a member's speech, or of any other paper referring to the subject under consideration, can be permitted only by vote or unanimous consent. This is manifestly a very proper limitation; for without it such delay and embarrassment would often ensue as to prevent the transaction of the most important business.

(1.) *Objections to reading of a paper.* If the aim clearly is to shed light upon the subject, and so conduce to a more intelligent disposition of it, the paper is ordinarily read, under the direction of the presiding officer, without the least objection. But, when the purpose of the proposed reading is obviously to create delay, or where, for any reason, it seems likely to operate as an abuse of the time and patience of the assembly, it is generally met with a most decided negative.

17. **MOTION FOR THE WITHDRAWAL OF MOTION.**—A motion which has been officially stated to the assembly is in possession of that body, subject to whatever action may be taken concerning it. Every member then has a full right and interest in it. For many reasons, however, a mover sometimes desires to withdraw his proposition: he may wish either to modify it, or not

to have it come to vote at all. Before the motion is seconded, he can withdraw it, for it is *his own*, and no one else has any right therein; also, after the second, and before the statement by the presiding officer, he can take it back, for then he and the second alone are interested; the second may object, but these two must settle the difficulty between themselves, for the assembly has nothing to do with the matter. As soon, however, as it is stated from the chair, he can not withdraw it without the consent of the house. If the motion for a withdrawal is negatived, the matter must be treated just as if no motion to withdraw had been proposed.

18. **MOTION FOR THE SUSPENSION OF RULES.**—To suspend the rules requires a unanimous vote or consent. It may be general in its effects, or for a special purpose.

The form is, "To suspend the rules which interfere with," etc., or it is better to designate the rule or rules. It can not be amended.

The action of a constitution or laws can not be suspended, neither can a parliamentary principle. The suspension of a rule brings the parliamentary law into action.

The rules being suspended for the purpose of allowing a proposition to be introduced, it can not be modified before being submitted.

A rule being violated, any member may require its enforcement. It is then too late to alter or suspend it.

(1.) *How carried.* If there be no standing rule, or by-law to the contrary, a motion to suspend, like any other motion, is carried by a vote of the majority. But, in most deliberative bodies, there is an established rule on the subject, whereby a motion to suspend, in order to be successful, must have a fixed number of votes; as two-thirds or three-fourths.

19. **MOTION TO RECONSIDER.**—By such a motion, a *decision found* to be erroneous may be reviewed and

revised, and the embarrassments resulting from a rigid adherence to a vote once given are avoided.

(1.) *Restrictions to motion to reconsider.* In general application, it is subject to the following restrictions. A motion can not be reconsidered:

(*a*) If lost, and subject to renewal.

(*b*) If adopted, and subject to repeal.

(*c*) If it is a contract entered into.

(*d*) If it has been reconsidered under a vote.

(*e*) If a prior motion to reconsider it has been entertained and not withdrawn. If on reconsideration, a motion is materially changed, it becomes practically a new question and may be again reconsidered.

(*f*) If the yeas and nays were called, unless moved by a person who voted on the prevailing side.

(*g*) If it is an incidental* or resultant* question.

(2.) *When decided in the affirmative.* Should a motion to reconsider prevail, the position of the subject, to which it refers, is exactly what it was before the decision which made the reconsideration necessary. It may, therefore, be resumed at that point, and disposed of according to the pleasure of the assembly.

(3.) *Whether or not a privileged motion.* Wherever the time within which a motion to reconsider is fixed by special rule, it should have the precedence. But where no limitation of time is fixed by rule, that motion has no privilege over a pending question, and is liable itself to be superseded by a privileged motion.

(4.) *Motion to reconsider is debatable.* It is not allowable, however, in such debate to go into the merits of the main question. The frequent disregard of this important distinction has led many to hold that the motion to reconsider is itself undebatable.

*Incidental questions arise from the condition of other questions. Resultant questions arise from amendments between two houses.

20. OUTLINE REVIEW.—*Management of a motion.* The following diagram gives a general outline of the management of a motion:

Steps in a Motion.

- *Obtaining the floor.*
  - By addressing the chair.
  - By receiving the response.
- *Making the motion, verbally or in writing.*
- *Seconding the motion.*
- *Stating the motion to assembly by president.*
  - Verbally or by reading.
- *Remarks and discussion.*
- *Voting on the question.*
  - By acclamation, or by ballot, or by *yeas* and *nays*.
- *Announcing result of vote.*

21. OUTLINE REVIEW.—*Order of privileged questions.* The diagram below shows the order in which privileged questions have precedence:

PRIVILEGED QUESTIONS.

- **Privileged proper.**
  - Motion for adjournment.
  - Motions as to privileges of members.
  - Motions for orders of the day.
- **Subsidiary.**
  - Motion to lay on the table.
    - *Motions for previous question.*
    - *Motion to postpone to a day certain.*
    - *Motion to commit.*
    - *Motion to amend.*
      - *a.* Prev. ques. and Postpone. Commit. Amend.
      - *b.* Postpone and Previous ques. Commit. Amend.
      - *c.* Commit and Previous ques. Postpone. Amend.
      - *d.* Amend and Previous ques. Postpone. Commit.
  - Motion to postpone indefinitely.
- **Incidental.**
  - Motions concerning questions of order.
  - Motion for reading of papers.
  - Motion for the withdrawal of a motion.
  - Motion for suspension of rules.
  - Motion to amend an amendment.

SECTION VIII.

ORDER OF BUSINESS.

1. **THE QUORUM.**—"In every deliberative organization a certain number of the members must be present before it will be in order to transact any business. This number thus required to be present is called *a quorum*. Where there are no especial regulations to the contrary, a quorum consists of a majority of the members of the organization; but, it is very common and better for especial enactments to be taken, making *a third* or *a fourth* or *ten of the members* the number to form the quorum for ordinary business, and a much greater number for the changing of a rule, or such measures."

2. **ORDER OF EXERCISES.**—The following is appropriate for many societies:

(1.) *Roll of officers and pro tem. appointments.*
(2.) *Reading and approving journal.*
(3.) *Election to membership.*
(4.) *Propositions for membership.* (Usually acted on at a future meeting).
(5.) *Reports of officers and committees.*
(6.) *Special orders (including elections).*
(7.) *Unfinished business.*
(8.) *Communications and new business.*

A standing rule, or order of business affords several important advantages: It saves time; it secures to each topic its proper place; and, therefore, prevents disputes about precedency, and so facilitates the trans-

action of business. A rule fixing the order of business, like any other rule, may, upon proper occasion, of course, be suspended.

3. **THE CALL TO ORDER.**—The presiding officer taking the chair, announces that "*the members will please come to order.*" The members seat themselves and give attention to the president, who, guided by the order of exercises, announces to the meeting that such and such things are in order.

4. **CALLING THE ROLL OF OFFICERS.**—Members present respond, and the recording secretary notes the fact, also marks absentees. In large assemblies, and when many should come into the room after the meeting had progressed somewhat, it is customary to call the roll again just before adjournment, so that every member present can be credited with his attendance.

5. **READING AND APPROVING JOURNAL.** — After the reading of the minutes, it is customary for a formal motion of approval to be made and submitted; but such formal action does not appear to be necessary unless some error is detected in them. Therefore, where no mistake is discovered, it is quite sufficient for the presiding officer to say in substance: "*What is the pleasure of the meeting in regard to the minutes which have just been read? If there be no objections, they will be considered as approved.*" Should there be no objections, he simply adds: "*The minutes, then, stand approved.*"

(1.) *Error in minutes.** When an error is detected in the minutes, a motion is made to correct, and the correction being made, the presiding officer, in sub-

*The minutes should, properly, contain account of nothing beyond the *acts* of the body—what they *do* by motions, orders, or *resolutions.*

mitting the question says: "*Shall the minutes, as corrected, be approved?*" If decided in the affirmative, he simply announces the result.

6. **SPECIMEN JOURNAL ENTRIES.**—*Proceedings of a sitting.* Following is given a sample of a common form for minutes of a debating club:

JANUARY 10, 1884.

Society met pursuant to adjournment, and was called to order by the chairman, Mr. Hamilton. The roll was called and all responded, except Miss Fanny Jones. The minutes of previous meeting were read and approved as read. Under miscellaneous business, on motion of Mr. Gray, fifty dollars of the society's funds were voted to procure books as additions to the library; a committee of three, viz., George Jennings, Mary Smith and Harry Williams, was appointed with instructions to examine and report as to the condition of the society's library, and the books and other things most needed. No unfinished business. The committee on procuring a room for the society's better convenience, reported progress.

After a spirited discussion, the following resolution was adopted: "*Whereas*, We believe that a higher law than that of force or threat can be sustained in all our schools: *Resolved, therefore*, That all corporal punishment be abolished from them." Criticisms were given. Philip Sidney was elected president and Miss Sallie Frazier, secretary, for the next meeting. Programme was arranged, after which, on motion of Mr. Ellis, the society adjourned.

J. A. HAMILTON, *President.*

WALTER BROWN, *Secretary.*

(1.) *Criticisms of the minutes.*

CHAIR.—You have heard the minutes. Are there any objections?

MR. ROSS.—Mr. Chairman, I detect one or two slight errors in the journal; the date is wrong; it should be the 11th; and Fanny Jones should be Ella Brown. I move the corrections be made.

MR. HUNT.—I second the motion.

CHAIR.—You have heard the motion to correct the minutes. Are you ready for the question?

MEMBERS.—Question!

CHAIR.—Those favoring the motion, say *aye!* (They vote.) Those opposed, say *no!* It is carried unanimously. Any further objections? (None.) The minutes now stand adopted.

7. **INTRODUCTION OF PETITIONS, MEMORIALS, ETC.**—A petition should be signed unless the petitioner is present. The member presenting it should state briefly

its nature, and be able to assure the assembly, if required, that its language is not disrespectful. He or any other member may then move to receive it. If received, the member sends or takes it to the clerk, who proceeds to read it. If the motion to receive is tabled (Topic 6, Section VII.), the petition is retained by the member offering it. Communications intrusted to members, or directed to the clerk or president, may be presented in a similar manner.

A petition or other communication should always be presented by a member specially intrusted with that service by the parties from whom it emanates, or by others immediately interested in its contents. Letters and other ordinary communications, however, are usually handed to the president, and by him or by the secretary read without further formality.

(1.) *Further action upon petitions, etc.* If received and duly read, the presiding officer asks what order shall be taken upon it; whereupon, a motion for that purpose being made, it is either acted upon immediately, or set for a particular time, or referred to a committee or else postponed indefinitely.

8. **REPORTS FROM COMMITTEES.**—Commencing with first on the list, the presiding officer asks: "*Is the committee on* (naming the subject) *ready to report?*" The chairman of that committee or his substitute then rises, and, if prepared to report, says: "*The committee, Mr. President, to whom was referred the subject* (naming it) *have had the matter under consideration, and have intrusted me to deliver a report, which is ready to be presented whenever the assembly is pleased to receive it.*"

Unless some objection to receiving the report is raised, or unless it is deemed expedient to fix some other time for receiving it, no motion to receive it is *necessary.*

After being received, the report and all other papers connected with it, are put in charge of the secretary; the president then asks: "*What order shall be taken on the report which has just been read?*" This question elicits, of course, from members motions, either to accept, or adopt, to amend,* to recommit, or to make any other regular disposition of it whatever.

(1.) *Effect of motion to accept or adopt.* The paper thereby becomes the statement, or sentiment of the assembly itself; for the acts and judgments of the committee, when once adopted in due form, are, by that circumstance, made the acts and judgments of the body, under whose orders they undertook the consideration of the subject.

(2.) *Acceptance of report and resolutions separately.* It is in order to move the acceptance of a report and the adoption of the resolutions thereto appended, separately. It is, in fact, better to accept the report by a regular motion to that effect, and then adopt the resolutions, if satisfactory, by a separate vote. In the recommendations of a committee we have a direct expression of the *conclusions* to which they have been led, and therefore a distinct motion to adopt these.

(3.) *The terms* "ACCEPT" *and* "ADOPT." When applied generally to a report or other document submitted to a deliberative body, these terms are usually understood to denote the same thing; "but a more discriminating usage confines the term '*adopt*' to that act by which the assembly directly and distinctly take, and treat as their own the resolutions or recommendations of a report, or other like document; while the term '*accept*' is employed in relation to papers containing statements of fact, arguments, or reasonings, out of which conclusions are to be educed."

*It is, however, a disputed point, whether or not the report of a committee *can be amended* by the assembly.

(4.) *Report referred for alteration.* When the report of a committee embraces merely a paper with amendments, the chairman of the committee reads the amendments, explains the reasons of the alterations, if necessary, and so exhibits, in order throughout, all the changes proposed.

When taken up for consideration the amendments only are read by the secretary. The president then reads each in course, and submits them successively to vote.

9. **OFFER OF OTHER AMENDMENTS.**—It is not allowable for members to offer other amendments while engaged in disposing of amendments proposed by the committee, except an amendment to an amendment.

(1.) *Opportunity for amendments.* Before putting the question on the whole paper, the president waits a moment to hear other amendments, which are then in order.

10. **TIME FOR MINORITY REPORT.**—Strictly speaking, there can be no such thing as a formal report from the minority, and, if any member desire such, he must act as an individual. It is sometimes, however, permitted, more as an act of courtesy than anything else, that the minority report may accompany the proper one as the opinions of the minority; in order to be adopted, it must be moved as an amendment to the report, when that is up for a hearing.

11. **WHEN NO REPORT CAN BE MADE.**—If, for any cause, a committee find it inexpedient or impracticable to render a report, the chairman, or some other member of that committee, should rise, and after making a statement of the case, move that the committee be discharged from further consideration of the subject.

12. **DOCUMENT OF SEVERAL PROPOSITIONS.**—In considering a paper consisting of several distinct propositions, or of a series of resolutions, the entire paper

should first be read by the secretary. It is best to begin at the beginning, and go regularly through by paragraphs or resolutions. The paper is thus submitted, amended or unamended, to a vote of the assembly on its final adoption.

13. **PREAMBLE LAST.**—The preamble should be reserved till the resolutions have been disposed of because in the event of their being amended, it might require alteration to render it appropriate, or should the resolutions be negatived it would fall to the ground altogether.

14. **ONLY ONE MAIN SUBJECT AT A TIME.**—But there may be pending at the same time a number of incidental, or subsidiary questions. (See Topic 3, Privileged Questions, Section VI.)

15. **OUTLINE REVIEW.**—The following outline exhibits an order of business suited to an ordinary debating society:

ORDER OF EXERCISES.

1. The call to order.
2. Calling the roll of members.
3. Minutes of previous meeting. { *Read.* *Correct.* *Adopt.*
4. Miscellaneous business.
5. Unfinished business.
6. Report of committees.
7. Communications.
8. Orders of the day. { *Debate.* *Declamations.* *Essays, etc.*
9. Critic's report.
10. General and mutual criticisms.
11. Election of officers.
12. Arranging of programme for next meeting.
13. Adjournment.

SECTION IX.

ORDER OF DEBATE.

1. **WHEN IN ORDER TO RISE AND SPEAK.**—It is never in order to rise and speak on a motion or proposition, until it has been moved, seconded, and stated from the chair.

2. **WHEN THE PRESIDENT MAY DEBATE.**—The presiding officer is not allowed to take part in the debates, except in cases growing out of his official position.

He may explain points of order; he may give information of facts bearing upon the business under deliberation; and, in the event of an appeal from his decision on questions of order, be free to engage in any debate thereupon; and he is entitled to be heard even before a member who may be already on the floor.

3. **RIGHTS OF THE FLOOR.**—A member that once fairly gets the floor is entitled to be heard, and can not be interrupted by a call for adjournment, or for the orders of the day, or for the question.

In case of dispute, or of conflicting claims to the floor, the presiding officer is to grant the precedence to him whose voice is first heard. It is competent, however, for any member to question this decision, and to ask a vote thereupon.

4. **INTERRUPTING A SPEAKER.**—It is allowable for a member to interrupt a speaker in order to make an explanation.

Sometimes, in order to hasten the decision of a question, some member will call out *question! question!* even while a speaker is on the floor. This is regarded as extremely rude, though often resorted to in order to get rid of a tiresome speaker. A tedious or offensive speaker, though his right to proceed is not questioned, is generally made, by certain indications of impatience in the audience, to see the propriety of closing his speech.

A speaker who temporarily yields the floor in favor of another, is generally permitted, immediately after the interruption, to resume his remarks.

5. **WHOM TO ADDRESS.**—A person purposing to speak is expected to rise in his place, with head uncovered, and address himself, *in form*, directly to the presiding officer, saying: "*Mr. President*," "*Mr. Chairman*," as the case may be. The presiding officer, by addressing the speaker by name, thus introduces him, and gives him the floor.

6. **HOW TO DESIGNATE OTHER MEMBERS.**—It is not in order, nor in good taste, for a speaker to designate other members by their names, The proper express ions are something like the following: "*The speaker who has just taken his seat*," or "*The member on the other side of the house*," or "*The last speaker but one.*"

7. **RESTRICTIONS OF A SPEAKER.**—He is not to use harsh, reviling, or discourteous words of any kind in relation to others engaged in the debate; the proper subject of criticism and reprobation being principles and measures, not the characters and motives of those who advocate them.

He may offer and support a motion to rescind any act or resolution, and in so doing, indulge in the language of invectives or reprobation, so long as he does not violate the rules of debate.

When a speaker uses language abusive or insulting, he is usually interrupted by members calling him to order. The aggrieved party may either repeat or reduce to writing the exact words complained of, so that they may be recorded by the secretary, if so demanded. If the speaker denies that he used the objectionable words, the judgment of the assembly is taken by a vote. Before taking the question, however, the assembly can so amend or alter the words taken down, as to bring them nearer to what, in their judgment, the offending member actually did say.

If an explanation be deemed satisfactory, or an apology be acceptable, the speaker is permitted to go on with his speech.

The complaint against a member for using disorderly or offensive words must be entered, if at all, at the time the offense is given.

8. **OPENING AND CLOSING THE DEBATE.**—The mover of the proposition, on the affirmative side of the question, is to open the debate. The speakers generally follow in turn, according to a pre-arranged programme, one upon the affirmative, then one upon the negative, and so on.

(1.) *Privilege granted the speaker opening.* The speaker opening the discussion has the privilege of closing it. This is upon the ground that, since the opening speech has the least advantages, and the arguments then advanced are open to objections and criticism by those that follow, it is just that this speaker should be granted a chance to reply. His time for this second speech is, however, usually shorter than others.

SECTION X.

DEBATES IN OUTLINE.

The outlines here given are to serve merely as *hints* and *suggestions*—more as the sources of arguments than as arguments themselves. That which one thinks out himself, though often thought of by others, is, for all the purposes of mental training, far more valuable than the most brilliant arguments, if merely borrowed from others.

The following synoptical outlines, taken from McElligott's American Debater, are thought to be useful and practical:

Ought Emulation in Schools to be Encouraged?

FIRST SPEAKER. (*Affirmative.*)—People never put forth their best efforts without the stimulus of rivalry. There must be something to be gained, as also something to be lost, or all energy will be paralyzed. This is the experience of mankind, and it ought to have weight in our decision.

SECOND SPEAKER. (*Negative.*)—Emulation is the parent of antipathy. Its presence in schools is fraught with mischief. It defeats all attempts at cultivating the spirit of brotherhood, because it virtually sets one against another.

THIRD SPEAKER. (*Affirmative.*)—Rivalry, in a school, is not necessarily bitter and vindictive. It must be generous. It must be regarded and used as a healthful incentive. It may be perverted, but this should not lead to its entire disuse.

FOURTH SPEAKER. (*Negative.*)—All rivalry pre-supposes that some must be beaten. Few only can be rewarded as victors; the many must suffer, however diligent or otherwise deserving, the mortifications of open defeat.

FIFTH SPEAKER. (*Affirmative.*)—The chances of success are equal, and, therefore, the unsuccessful have no right to complain. In the great world without, to which schools ought to be preparatory, rewards are perpetually made dependent upon the same conditions, and no one complains, or has a right to complain.

SIXTH SPEAKER. (*Negative.*)—The chances of success are not equal, because there is no necessary equality of talent or genius in the competitors. The whole is arranged, as though everything depended upon the industry and perseverance of the rival candidates; whereas the most laborious and persistent effort is often the least successful, because nature has denied the requisite measure of ability. The rivalry thus becomes the source of injustice, of bitter heartburnings and rancorous hostility.

Are Debating Societies more Beneficial than Injurious?

FIRST SPEAKER. (*Affirmative.*)—Whatever tends to unfold truth and explode error, is doubtless useful. Debating societies, well managed, do this, and, therefore, justly claim to be always far more beneficial than injurious.

SECOND SPEAKER. (*Negative.*)—Debating societies are usually composed of young persons, who are apt to treat the gravest and profoundest subject in a light and superficial manner. In this way, minds not yet formed by study and reflection, are more likely to injure than to benefit one another.

THIRD SPEAKER. (*Affirmative.*)—There is no such thing as unmixed good in the world. If, therefore, you reject debating societies on the ground of their being liable to abuse, you may as well reject hundreds of other good things for the same reason. They invoke thought, lead to useful comparisons of ideas, and so strengthen the mind.

FOURTH SPEAKER. (*Negative.*)—They beget a disputable spirit; making people delight not so much in the acquisition of knowledge and the discovery of truth, as in captious criticism, and in the pride of victory.

FIFTH SPEAKER. (*Affirmative.*)—Debating societies encourage the disposition to reading and study, afford excellent opportunities for practice in extemporaneous speaking, place us in the way of wholesome criticism, and furnish the mind with a wide circle of ideas.

Have the Crusades Proved more Beneficial than Injurious to Mankind?

FIRST SPEAKER. (*Affirmative.*)—The first result of the Crusades was to break the chains of bondage, moral, mental, and political, which held in abject slavery, as it were, the nations of Europe. This they did by discovering to the down-trodden and ignorant masses the secret of their own strength, and enriching their minds with knowledge, previously and otherwise inaccessible.

SECOND SPEAKER. (*Negative.*)—What we call the Crusades were nothing but those ferocious wars, waged in the name of religion, and often carried on in a spirit befitting savage marauders rather than the friends of the Cross. The ill effect of the Crusades upon the Christian religion itself, was incalculable: destroying confidence in the truth and purity of a faith, in the cause of which, professedly, such immoralities and barbarities were committed.

THIRD SPEAKER. (*Affirmative.*)—The origin or secret motive of the Crusades is not here in dispute. The spirit in which they were conducted, it is not our present business to consider or characterize. Bad or good, these belong not properly to the matter in hand. Have the Crusades *resulted* well, not had they a pure origin, is the question. They certainly revolutionized the institutions and customs of the day, disseminated information, gave unity of purpose to masses hitherto divided by distance and by feuds, and planted the seeds of civil liberty, which have come up in the shape of well-ordered and free states, and otherwise variously improved the condition of the world.

FOURTH SPEAKER. (*Negative.*)—The spirit of persecution generated or fostered by those wicked expeditions, which has since, in so many instances, displayed its terrible rage, is among the *results* of the Crusades. If, therefore, we look exclusively at results, this one bad, horribly bad, consequence of them, ought to outweigh a score of those advantages commonly said to have come from them.

FIFTH SPEAKER. (*Affirmative.*)—No extensive reformation was ever made in any age or country, that did not carry with it the necessity of strong measures, and exhibit from the blindness and weakness of even good men, certain excesses deeply to be deplored. The career of Cromwell, though ultimately productive of inestimable *benefits, was often* marked by acts that his best friends must *forever and deeply* regret.

SIXTH SPEAKER. (*Negative.*)—It is taken for granted, generally, that numberless benefits, moral, social, and political, flowed from the Crusades, which can not be shown to have had this origin. Besides, all the benefits might, could, and in due time, would, have been realized from the exercise of truly Christian virtues, without resort to barbarous wars.

Is a Lie ever Justifiable?

FIRST SPEAKER. (*Affirmative.*)—A lie is a story told with the intention to deceive. The question, therefore, may be resolved into this,—*Is there any such thing as innocent deception?* It is innocent when practiced merely for sport, or for the benefit of the party deceived; as, where a sick child that dreads medicine is assured that it is not medicine, but something else, or when a robber is diverted from his purpose by a timely and ingenious falsehood.

SECOND SPEAKER. (*Negative.*)—There is no such thing as a "*timely falsehood:*" all lying is untimely, because it is always, directly or indirectly, the fruitful source of mischief and misery. Telling lies, in order to induce children to perform a duty, is only teaching them indirectly to sacrifice truth to expediency. They will follow your example, and apply it to cases other than those of seeming necessity. You may sometimes ward off present evil, perhaps, by resort to falsehood; but the injury done to truth, in all such cases, is greater than that avoided by its violation.

THIRD SPEAKER. (*Affirmative.*)—May I not save my life, which is endangered by the assault of a madman, by practicing a deception upon him? May I not cheer and solace a despondent patient, by exciting false, but flattering hopes? Shall I deny my correspondent the courtesy implied in the usual close of a letter—"*Your obedient servant, etc., etc.,*" merely because it is strictly a departure from truth? May not a general practice falsehood to deceive and embarrass his enemy? May not one who has fallen into the hands of savages, save himself from their ferocity, if necessary, by lying?

FOURTH SPEAKER. (*Negative.*)—It is easy to multiply cases, wherein lying would seem to be innocent, because it procures a benefit. But all such argumentation falls instantly to the ground, when you remember, that, whatever may be our ideas of expediency and inexpediency, of right and of wrong, the rule which God has established in the case, is one that admits of no exceptions. There is no license to lie; for we may not do evil even that good *may come.*

SECTION XI.

QUESTIONS FOR DISCUSSION.

We give here a few debatable questions, selected from among many, whose discussion may be of profit not only as a drill in speaking, but also as elucidating the principles involved. The *wording* of a question is open to any alteration required or suggested by circumstances.

Other suitable questions, also, can be derived from some of those here presented:

Affirmed: 1. That the difference of talent is owing chiefly to nature or circumstances.

2. That an infidel should not be allowed to testify in a court of justice.

3. That a judge should be influenced by the former character of a criminal.

4. That the administrations of our country have pursued a correct policy in relation to the Indians.

5. That religious tests ought not to be required of civil officers.

6. That the vegetable kingdom furnishes more interesting subjects of investigation, than the animal, or the mineral.

7. That Columbus did greater service to mankind than Sir Isaac Newton.

8. That a general European war would be beneficial to this country.

9. That the introduction of machinery has been, on the whole, beneficial to the laboring classes.

10. That the flatterer is a more pernicious character than the slanderer.

11. That refinement, according to the notions of the present day, is unfavorable to happiness.

12. That resistance to the constituted authorities in the state is never justifiable.

13. That emulation in schools should not be encouraged.

14. That theatres should be abolished.

15. That the doctrine of endless punishment is taught in the Bible.

16. That a union of all churches would promote the true interests of Christianity.

17. That corporal punishment is necessary in the schools.

18. That a boy should be taught those things only which he is likely to need in practical life when a man.

19. That it is wise in a parent to labor to amass money in order to leave a rich inheritance to his children.

20. That the character of Aaron Burr is justly estimated.

21. That short terms of political office are desirable.

22. That capital punishment is justifiable.

23. That the jail furnishes a better safeguard against crime than the school.

24. That a limited monarchy is a better government than a republic.

25. That *fire* is more extensively useful than *water*.

26. That Constantine did greater mischief to the world than Mohammed.

27. That immigration of foreigners (to this country) should be limited.

28. That there should be a law of international copyright.

29. That public school money should be appropriated exclusively to common schools.

30. That proselytism favors the cause of truth.

31. That the maxim, "*Everg man is the architect of his own fortune*," is true.

32. That nature alone is sufficient to teach man his duty to God.

33. That ambition has caused more evil than intemperance.

34. That the political career of Oliver Cromwell was beneficial to Great Britain.

35. That our country is in more danger from external foes than from internal factions.

36. That force is more effective in government than persuasion.

37. That an equalization of property would conduce to the happiness of society.

38. That the popularity of a literary production is not a sure *test of its merit.*

39. That the Indians generally are capable of being civilized.

40. That the literature of a country is affected by its form of government.

41. That the United States should undertake to control the political movements of this continent.

42. That moral courage is preferable to physical.

43. That debating societies are beneficial.

44. That the quantity of land held by one person ought to be limited.

45. That mixed schools (male and female) should be encouraged.

46. That the feudal system was beneficial.

47. That the institutions of chivalry were not beneficial to mankind.

48. That the loss of sight is a greater deprivation than the loss of hearing.

49. That brutes are endowed with reason.

50. That the miser is more injurious to society than the spend thrift.

51. That the invention of gunpowder has proved more useful than hurtful to mankind.

52. That the peaceable accession of the Canadas would not be beneficial to the United States.

53. That military glory is a just object of ambition.

54. That man is not a free moral agent.

55. That the laws of justice should never be turned aside to favor the cause of humanity.

56. That a multiplicity of books clogs rather than deepens the channels of learning.

57. That the execution of Lady Jane Grey was justifiable.

58. That party spirit is beneficial to a country.

59. That universal suffrage ought to be allowed.

60. That we can profit more by the excellences than by the defects of others.

61. That dress is a more effectual external means of securing favor than address.

62. That *water* is a more destructive element than *fire*.

63. That no process of reasoning can take place without the aid of language (oral or mental).

64. That the steam-engine has been more serviceable to mankind than the printing-press.

65. That there are more habitable worlds than one.

66. That it is not wise policy for Americans to send their children into foreign countries to be educated.

67. That the horse is more useful to mankind than any other of the lower animals.

68. That we do not grow happier as we grow more learned.

69. That personal merit is more effective in promoting advancement in life, than influential friends.

70. That a bad book is more pernicious than a bad companion.

71. That hope yields a greater delight than memory.

72. That the hope of reward is a greater incentive to duty than the fear of corporal punishment.

73. That colleges and universities are not indispensable to the highest forms of educational training.

74. That America abounds in more natural curiosities than any other of the continents.

75. That great crises produce great men, instead of, that great men produce great crises.

76. That the culture of the moral powers to the neglect of the intellect is more productive of evil than the culture of the intellect to the neglect of the moral powers.

77. That suspicion is productive of greater mischief than credulity.

78. That steamboats have been more beneficial to this country than railroads.

79. That perpetual motion is possible.

80. That the apple is the most valuable fruit produced in the United States.

81. That the most important grains and vegetables are indigenous to America.

82. That the Declaration of Independence was the most important event in American history.

83. That the prosperous man is in greater need of true friends than the unfortunate man.

84. That intellectual life yields higher enjoyment than physical life.

85. That the Giant's Causeway is not entirely a work of nature.

86. That the spiritual supremacy of the pope in the dark ages was a blessing rather than a curse.

87. That the love of approbation is a stronger motive than the love of wealth.

88. That in great national struggles, no one has a right to be *neutral.*

89. That true taste is not found exclusively in what are called the higher circles of society.

90. That the United States government was not justifiable in removing the Indians from their homes.

91. That falsehood, in professedly moral circles, is more prevalent than truth.

92. That the virtues of the Puritans are generally over-estimated.

93. That civilized nations are not justified in seizing and occupying countries inhabited by savages.

94. That the extension of territory is not favorable to the strength of a government.

95. That it is never right to do wrong.

96. That it is never wrong to do right.

97. That America was not originally peopled from Asia.

98. That the reaper is a more important invention than the sewing machine.

99. That, in case of a serious accident, a man should save his mother in preference to his wife (supposing it impossible to save both).

100. That the most important discoveries have been the result of accidental circumstances.

101. That silence has produced greater results than noise.

102. That the world is advancing in morality.

103. That attendance at school should be made compulsory.

104. That "where ignorance is bliss, 'tis folly to be wise."

105. That the *participle* is not properly a separate part of speech.

106. That school exhibitions are not beneficial.

107. That, in a commercial point of view, cotton is more valuable than corn.

108. That truth is stranger than fiction.

109. That the microscope is more useful to mankind than the telescope.

110. That the moon exerts no other influence on the things of earth than that upon tides.

111. That the latter half of the nineteenth century began in 1851.

112. That the doctrine of total depravity is not taught in the Bible.

113. That a man would be worse for knowing just what every one said or thought of him.

114. That it would be preferable to work every day for one dollar a day, than every other day for two dollars a day.

115. That splendid achievements are the surest signs of genius.

116. That the doctrine of rotation in office, as practiced in this country, is more baneful to society than any system of lotteries.

117. That the divorce of the Empress Josephine was justifiable.

118. That the mere belief in a future state has been of no advantage to mankind.

119. That the elective franchise should be extended to women.

120. That Mohammed was an enthusiast and not an imposter.

121. That a trial by judges is preferable to trial by jury.

122. That the mails should not be carried on Sunday.

123. That "lynch-law" is never justifiable.

124. That inventions have a tendency to improve the condition of the laboring classes.

125. That the material prosperity of a nation depends upon its intelligence.

126. That the mental faculties of the sexes are equal.

127. That the theory of Darwin, "*as to the descent of man,*" can neither be proven nor disproven.

128. That civilization progresses faster than the churches.

129. That inebriates have as good a claim upon society for aid as the insane and poverty-stricken.

130. That the government, of a right, grants land claims to railroad companies.

131. That the practice of ministers being granted especial favors by society, simply because they are ministers, is wrong.

132. That all mankind descended from one pair.

133. That the reading of the Bible, as a religious exercise, be abandoned in our schools.

134. That America's literature compares favorably with that of other nations.

135. That the Indian has the greater right to America than the white man.

136. That the capital of the United States be removed to a more central point.

137. That free trade principles be encouraged.

138. That popery is on the decline.

139. That we suffer more from imaginary than from real evils.

140. That the mind always thinks.

141. That our liberties are endangered by "foreign influence."

142. That snow-balling should be prohibited by law.

143. That the multiplication of newspapers in this country has be a great evil.

144. That Thomas a'Becket was a hypocrite in religion.

145. That William, Duke of Normandy, fairly won the title of *Conqueror*.

146. That it is true as asserted by the poet:

> "Honor and shame from no condition rise;
> Act well your part; there all the honor lies."

147. That all mankind did not descend from one pair.

148. That the union between England and Ireland be repealed.

149. That the public libraries should be opened on the Sabbath.

150. That iron is more useful to man than gold.

151. That the coal mines of England have been more beneficial to the world than the gold mines of Spain.

152. That the use of oaths for civil purposes is inexpedient.

153. That genius is an innate capacity.

154. That intemperance is the chief source of crime.

APPENDIX A.

FORMS OF CONSTITUTIONS AND BY-LAWS SUITABLE FOR A LITERARY, DEBATING, OR OTHER SOCIETY.

In order to provide a system of rules and regulations, it is customary to appoint a committee to draft a suitable constitution and such by-laws as may be necessary.

We herewith present a literal copy of the constitution and by-laws of a society now in successful operation. The form here given may, of course, be altered, modified, and adapted to circumstances:

CONSTITUTION,

BY-LAWS AND RULES OF ORDER

OF THE

ADDISONIAN SOCIETY,

OF THE

CITY OF NEW YORK.

PREAMBLE.

WE, the undersigned, do declare ourselves an association for mutual improvement in elocution, composition, and debate, and for enlarging our fund of general intelligence: in the pursuit of which we desire to exhibit a due consideration for the opinions and feelings of others, to maintain a perfect command of temper in all our intercourse, to seek for truth in all our exercises—and have adopted for our government the following *Constitution, By-laws, and Rules of Order:*

CONSTITUTION.

ARTICLE I.—NAME.

This association shall be known by the name of the "ADDISONIAN SOCIETY."

ARTICLE II.—OFFICERS.

The officers of the association shall consist of a president, a vice-president, recording secretary, corresponding secretary, and treasurer, who shall constitute a board of directors; also two tellers and an editor.

ARTICLE III.—OFFICERS' DUTIES.

Section 1. It shall be the duty of the president to preside at all meetings of the society, to enforce a due observance of the constitution, by-laws and rules of order; to decide all questions of order, offer for consideration all motions regularly made, apportion duties two weeks in advance, call all special meetings, appoint all committees not otherwise provided for, and perform such other duties as his office may require. He shall make no motion or amendment, nor vote on any question or motion, unless the society be equally divided, when he shall give the casting vote.

Sec. 2. In the absence of the president, the vice-president shall perform the duties of that officer, and shall be chairman of the board of directors.

Sec. 3. The recording secretary shall keep in a book, provided for the purpose, a record of the proceedings of the society; also a record of the name and residence of each member, showing, when he was admitted, and when he died, resigned, or was expelled; keep a record of the subjects debated, the disputants and decisions of the society in a separate book, and shall have charge of all books, documents and papers belonging to the society.

Sec. 4. The corresponding secretary shall notify absent members of their duties for the two succeeding meetings, also each person elected a member, of such election, and shall write all communications.

Sec. 5. The treasurer shall receive all moneys belonging to the society; keep an account of all dues and fines, and of all receipts and expenditures; notify each member monthly of his dues and fines, and collect the same; and shall call the roll at the opening and close of each meeting. He shall report the state of the treasury whenever required by a resolution of the society, and shall make no payments without a written order from the president, and countersigned by the recording secretary.

Sec. 6. The editor shall copy, in a book provided for the purpose, all communications received by him, excluding such as may contain personal or improper remarks, and shall read the same at every alternate meeting of the society. He shall maintain secrecy concerning the authorship of all communications, and insert them *without addition* or alteration. Such periodical shall be called the "*Addisonian Review.*"

Sec. 7. The tellers shall canvass the votes cast at all ballots, and shall immediately make known the result of same, and shall make a true written report at the meeting following such elections.

Sec. 8. The board of directors shall be a standing committee to manage the affairs of the society, holding meetings at least once a month. They shall decide upon all questions of debate offered in the society, and shall examine and inquire into the standing of all persons proposed for membership, and at the next regular meeting report the result to the society, who shall determine upon their admission.

Sec. 9. The board of directors and treasurer shall present in and read before the society, reports at the expiration of their terms of office.

ARTICLE IV.—ELECTION OF OFFICERS.

Section 1. All elections for officers shall be held at the last regular meetings in July and January. The term of each officer shall commence at the meeting following his election. In case of a vacancy occurring in any office, the society shall go into an election to fill the same, and the officer elect shall take office immediately after such election.

Sec. 2. All elections for officers shall be by ballot, and shall be determined by two-thirds of the votes cast.

ARTICLE V.—MEMBERSHIP.

Section 1. Any person may propose himself at any regular meeting, by giving his name and residence, and after being reported upon by the board of directors, shall determine his admission by a two-thirds vote of members present.

Sec. 2. Any person may be expelled from the society by a unanimous vote of the members present, and shall be entitled to all the privileges of the society, including voting upon any question, except when absent, not called upon to serve, and shall be duly chosen.

ARTICLE VI.—[*Here insert date*]

Every person elected to any office, by election, by-law, or appointment, shall be duly sworn to the faithful discharge of the duties of the office.

PANIES.

[...tution, useless words should be avoided ...age. It is superfluous to insert articles im- ...; on the vice-president that of SUPPLYING ...IE PROCEEDINGS; and so on, as though the respective functions.]

ARTICLE I.—NAME.

The name of this association shall be "The [...] Fire Company," and its object shall be the protection of property from the ravages of fire.

ARTICLE II.—OFFICERS.

The officers of this company shall consist of a foreman, assistant foreman, secretary, and treasurer, who shall be elected annually [*here insert date*], and shall hold their offices until their successors are duly chosen.

ARTICLE III.—DUTIES OF OFFICERS.

It shall be the duty of the foreman, and, in his absence, the assistant foreman, by a two-thirds vote of the society, to direct the operations of the company at fires, and to preside at all meetings of the company; and the duties of the secretary and treasurer shall be the same as those of similar officers in institutions of like nature.

ARTICLE IV.—MEMBERSHIP.

Any person residing in the village [*here insert name of town*], or within one mile circuit thereof, may be elected a member of this company by a majority of the members present at any stated meeting.

BY-LAWS.

ARTICLE I.—MEETINGS.

Section 1. This society shall hold its meetings, unless otherwise ordered, on Saturday evening of each week; the hour of meeting during the months of October, November, December, and January, shall be at 7:30 P. M., and at 8 o'clock during the rest of the year; the meetings to stand adjourned at 10:30.

Sec. 2. Six members shall be necessary to constitute a quorum.

Sec. 3. At the request of six members the president shall call a special meeting of the society. In case of absence from any special meeting, a member shall be fined in accordance with Article Section 1, of these By-Laws.

ARTICLE II.—INAUGURATION OF OFFICERS.

Inauguration of each officer, he shall be required to following affirmation:

Solemnly promise, that I will faithfully discharge the the best of my knowledge and ability."

—INITIATION OF MEMBERS.

shall be required of each person be-

Sec. 3. The recording secre*se, that I will observe and strictly obey* for the purpose, a record of the*s set down in the Constitution of this* a record of the name and residence *ntertain no ill-will toward any* when he was admitted, and when he

pelled; keep a record of the subjects deb

decisions of the society in a separate book, ECITATIONS, ETC.

of all books, documents and papers belonging

Sec. 4. The corresponding secretary shall reunto prefixed, shall bers of their duties for the two succeeding m the debating even- person elected a member, of such election, and sha ll be opened on munications. On the miscella-

Sec. 5. The treasurer shall receive all moneys be nately perform society; keep an account of all dues and fines, and o may have pre- and expenditures; notify each member monthly of h fines, and collect the same; and shall call the roll at t me will per- and close of each meeting. He shall report the state of he society, ury whenever required by a resolution of the society meting: make no payments without a written order from the p est or and countersigned by the recording secretary.

Sec. 6. The editor shall copy, in a book provided for the pu pose, all communications received by him, excluding such as m contain personal or improper remarks, and shall read the same every alternate meeting of the society. He shall maintain secre concerning the authorship of all communications, and insert the *without addition* or alteration. Such periodical shall be called th *"Addis ian Review."*

to move the reconsideration thereof, if done within three weeks after being voted upon.

18. Every officer, on leaving his office, shall give to his successor all papers, documents, books, and money belonging to the society.

19. No smoking, and no refreshments except water, shall be allowed in the society's rooms.

CONSTITUTION

FOR

VILLAGE FIRE COMPANIES.

[NOTE.—In the preparation of a written constitution, useless words should be avoided. The majority of these agreements are a mass of verbiage. It is superfluous to insert articles imposing on the president the DUTY OF PRESIDING; on the vice-president that of SUPPLYING HIS PLACE; on the secretary of RECORDING THE PROCEEDINGS; and so on, as though the very NAMES of the offices did not express their respective functions.]

ARTICLE I.—NAME.

The name, style, and title of this association shall be "The [*here insert distinctive name*] Fire Company," and its object shall be the preservation of property from the ravages of fire.

ARTICLE II.—OFFICERS.

The officers of this company shall consist of a foreman, assistant foreman, secretary, and treasurer, who shall be elected annually on the [*here insert date*], and shall hold their offices until their successors are duly chosen.

ARTICLE III.—DUTIES OF OFFICERS.

The duty of the foreman, and, in his absence, the assistant foreman, shall be to direct the operations of the company at fires, and to preside at all meetings of the company; and the duties of the secretary and treasurer shall be the same as those of similar officers in institutions of like nature.

ARTICLE IV.—MEMBERSHIP.

Any person residing in the village [*here insert name of town*], or within one mile circuit thereof, may be elected a member of this company by a majority of the members present at any stated meeting.

ARTICLE V.—FEES.

Each member shall pay the sum of ten cents per month to the funds of this company, together with such fines as may be, from time to time, imposed upon him for violations of the next ensuing article.

ARTICLE VI.—OUTFIT AND DUTIES OF MEMBERS.

1. It shall be the duty of every member to provide himself, on joining this company, with the following articles, that is to say: a glazed water-proof hat, a great-coat and cape, of such pattern and color as may be approved by the company, two leathern water buckets,* bearing the name of the company and the initial letters of his own name, and two canvas bags of an approved pattern, suitable for the conveyance of portable property to a place of safety. The aforesaid bags and buckets shall be hung in some convenient place in the dwelling-house of the member, and shall be kept empty, and in good repair, and be subject at all times to the visit of the committee of inspection.

2. Immediately on an alarm of fire being sounded, it shall be the duty of each and every member to proceed at once to the engine-house with his bags and buckets, and assist in conveying the engine to the fire, or if the engine have already been started, he shall proceed with his bags and buckets to the place of fire, and in either case, on arriving there, he shall place himself under the charge of the foreman, or other person having charge of operations, and at his direction assist in working the engine, carrying water, or preserving property, and to remain there until the fire be over, and then to assist in conveying the engine to the engine-house.

3. The members shall be divided into sections of three, and numerically arranged and on each week one of these sections shall have charge of the engine and hose, and shall keep the same in good and serviceable order, and report if the same needs repair; and each member shall join his section at the time assigned.

4. Each member shall be provided with a key to fit the lock of the engine-house, which he shall always keep by day on his person, and by night in a place where it can be instantly obtained; and shall not suffer it to go into the possession of any person not a member of the company.

5. For each and every violation of the foregoing sections, each member shall be fined the sum of twenty-five cents to be paid into the treasury of the company; *provided*, that any member who shall pay the sum of three dollars semi-annually, in advance, to the treasury of the company, shall be exempt from all active duty, and all fines for the neglect thereof.

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*Where there are water-works in the town, and a sufficiency of water plugs, all that portion of the constitution relating to buckets, may be stricken out. In that case the following section should be added to this article:

6. The foreman at every fire shall assign a member, or in the absence of such, some suitable and trusty person to every water-plug in use by the company, to turn the water on or off as it may be needed, and to prevent interference with the supply of water for the engine.

ARTICLE VII.—LISTS.

A list of the active and other members, and a list of the sections on cleaning, shall be prepared by the secretary, and hung in the engine-house.

ARTICLE VIII.—PENALTIES.

Any member who shall neglect to pay his dues or fines for two months after they occur, may be suspended until the same be paid; and if he refuse to pay the same, or engage in any course of conduct, calculated to throw odium upon the company, he may, on trial of the fact, after he shall have received one week's notice thereof, be expelled.

ARTICLE IX.—FIRST AT FIRE.

The first member arriving at a fire shall have charge of the engine-pipe, and in case of the non-arrival of the foreman or assistant foreman, shall have direction of the operations at the fire; but shall yield the command to the foreman, or, in his absence, the assistant foreman, on his arrival.

ARTICLE X.—TIME FOR MEETING.

This company shall meet for the purpose of business, on the [*here insert date*]. or at such times as it may be called together by the foreman, on the written request of four members; and at each of these meetings five members shall constitute a quorum.

ARTICLE XI.—HOW GOVERNED.

The rules of order embraced in the work entitled "THE PRACTICAL DEBATER," published by J. E. Sherrill, Danville, Indiana, shall govern the deliberations of this company, so far as the same may apply; and the order of business therein laid down shall be followed, unless suspended or transposed by a two-thirds vote.

ARTICLE XII.—AMENDMENT.

This constitution shall not be altered or amended except the alteration or amendment shall have been presented in writing at a stated meeting previous to the one when the said alteration or amendment shall be considered.

CONSTITUTION

FOR AN

AGRICULTURAL SOCIETY.

ARTICLE I.—NAME.

The name of this society shall be "The [*here insert name of county or section*] Agricultural Society," and its object shall be the improvement of Agriculture, and the study of the kindred arts and sciences.

ARTICLE II.—OFFICERS.

The officers of this society shall consist of a president, two vice-presidents, a corresponding secretary, a recording secretary, a treasurer, and a librarian, who shall be elected annually by ballot, on the [*here insert date of election*], who shall hold their several offices until their successors shall have been chosen, and who shall have like powers, and perform like duties, with like officers in similar organizations.

ARTICLE III.—COMMITTEES.

There shall be appointed by the president, immediately after his election, by and with the consent of the society, the following standing committees, to consist of five members each, namely: on finance, literary, lectures, exhibition, and printing, who shall perform such duties and take charge of such business as may be assigned to them by vote of the society.

ARTICLE IV.—MEMBERSHIP.

1. Any person residing within [*here state limits*], who is above the age of twenty-one years, may become a resident member of this society, by consent of the members present at any stated meeting succeeding the one at which his name shall have been proposed; and corresponding members may be elected from among persons who reside outside of the foregoing limits.

2. Each and every resident member, upon his election, shall sign this constitution, and pay over to the recording secretary the sum of [*here insert amount*] and shall pay the like sum annually thereafter in advance; but no dues or contributions shall be demanded of corresponding members.

ARTICLE V.—SECTIONS OF SOCIETY.

This society shall be divided into the following sections, namely: 1. Soils, and their management; 2. Cereals and grasses; 3. Vegetable; 4. Fruit trees; 5. [illegible] and fences; 6. Noxious animals;

7. Farm buildings; 8. Implements; 9. Useful animals; 10. Miscellaneous affairs; to whom shall be referred all papers and affairs relating to their several departments, each of whom shall report to this society upon the business intrusted to it, from time to time, as it may be directed; and to one or more of these sections each member, immediately after his election, shall attach himself.

ARTICLE VI.—TIME FOR MEETING.

This society shall meet monthly, on [*here insert time*], and at such times as it may be called together by the president, upon the written request of six members; of each of which meetings six members shall constitute a quorum for the transaction of business.

ARTICLE VII.—HOW GOVERNED.

The rules of order embraced in the work entitled "THE PRACTICAL DEBATER," published by J. E. Sherrill, Danville, Indiana, shall govern the deliberations of this society, so far as the same may apply; and the order of business therein laid down shall be followed, unless otherwise ordered by a two-third vote.

ARTICLE VIII.—ANNUAL FAIR.

There shall be established an annual fair, upon the [*here insert date and time*] and under the charge of the committee on exhibition, at which such things shall be exhibited in competition and otherwise, and such premiums be paid to exhibitors, and under such regulations as the said committee, by and with the approval and consent of the society, shall determine.

ARTICLE IX.—PENALTIES.

Any member who shall be guilty of any public felonious offense against the law, or any disgraceful misdemeanor, or who shall persevere in a course of conduct calculated to bring upon this society disrepute, may be expelled by a two-third vote of the members present at any stated meeting; and any member who shall neglect or refuse to pay his dues for more than one year, shall thereby cease to be a member of this association; but no member shall be expelled until due notice shall have been given him of the charges brought against him, and until he shall have had the opportunity of being confronted with his accusers, and of being heard in his own defense.

ARTICLE X.—AMENDMENT.

This constitution may be altered or amended, at any stated meeting of the society, by a vote of two-thirds of the members present, provided that written notice of said alteration or amendment shall have been given at a previous stated meeting.*

*For By-Laws, see page 90.

APPENDIX B.

OF WRITTEN BUSINESS.

I. VARIOUS RESOLUTIONS.

Resolutions of Condolence on the Death of a Member of a Fire Company.

Whereas, It has seemed good to the Almighty Dispenser of Events to remove from our midst our late worthy and esteemed fellow-member, James Perry; and,

Whereas, The intimate relations long held by the deceased with the members of this company render it proper that we should place upon record our appreciation of his services as a fireman, and his merits as a man; therefore,

Resolved, That we deplore the loss of James Perry, with deep feelings of regret, softened only by the confident hope that his spirit is with those who, having fought the good fight here, are enjoying perfect happiness in a better world.

Resolved, That we tender to his afflicted relatives our sincere condolence, and our earnest sympathy in their affliction at the loss of one who was a good citizen, a devoted fireman, and an upright man.

Resolved, That the members of this company will attend our deceased member to the grave in a body; that the engine-house be hung with the emblems of mourning until after the funeral ceremony shall have been performed, and that the hall of meeting be draped with black for thirty days.

Resolved, That a copy of the foregoing resolutions, signed by the president, and certified by the secretary, be transmitted to the relatives of the deceased.

Resolutions Embracing a Remonstrance Against a Nuisance in a City.

Resolved, That the continuance of the bone-boiling establishment of Messrs. [*insert name here*], in the midst of a densely pop-

ulated neighborhood, is an intolerable nuisance, which is incompatible with the health and comfort of those who reside in its vicinity.

Resolved, That a committee of three be appointed by the chair, whose duty it shall be to apprise the proper authorities of the existence and nature of the nuisance; and in case such action shall not produce its abatement, then to employ counsel, and take such other legal steps as the case may require.

Resolutions of Instruction to Members of the Legislature.

Whereas, From the situation of this county [*or* "town," *or* "village"], the general road-law of the state is partly inapplicable to us, and highly inefficient, and the circumstances of the case require a specific law; therefore,

Be it resolved, by the people of [insert name here], *in town meeting assembled*, That the senator and representatives of this district in the legislature be, and hereby are, instructed to procure the passage of a law exempting this county [*or* "village" *or* "town," *as the case may be*] from the action of the general road-law, and placing the working and repair of the road entirely under the control of the local authorities.

Resolution of Thanks to the Officers of a Convention.

Resolved, That the thanks of this convention are hereby given to the president for the able, dignified, and impartial manner in which he has presided over its deliberations, and to the other officers for the satisfactory manner in which they have fulfilled the duties assigned to them. [*On a resolution of this kind, the question is always to be put by the member who makes the motion, it being personal to the presiding officer.*]

II. VARIOUS REPORTS.

Report of a Committee Instructed with a Particular Resolution.

The undersigned, a committee to whom was referred the resolution offered by Mr. Johnson, in favor of an amendment to the constitution of this society, providing for the election of an additional recording secretary, beg leave to report:

That, on investigation of the facts of the case, it appears that the engagements of our present recording secretary prevents him from

attending all of the meetings, without great loss and inconvenience to himself; but that, nevertheless, he has been present at all times to fulfil his duties, in a satisfactory manner; and that it further appears that the labors of the secretary have been, at times, so arduous as to have required the assistance of another person, the expense of which has been defrayed by the secretary himself. As the society allows no compensation to its recording officer, it is proper it should put upon him no expenditure; and, as it appears, from a conference on the subject with the party concerned, that with an additional secretary, the duties appertaining to the office could be performed without serious inconvenience to either, your committee report back the resolution with a recommendation that it pass the society.

All of which is respectfully submitted.

SAMUEL L. MITCHEL,
WILLIAM BRANSON.

Report of the Minority of the Previous Committee.

The undersigned, a minority of a committee to which was referred the resolution offered by Mr. Johnson, proposing an amendment to the constitution of the society, providing for an additional recording secretary, beg leave to report:

That he is forced to dissent from the majority of the committee, for the reason that he believes the duties of the office to be such as can be discharged by one person, without inconvenience; and that, if they have proved a source of loss to the present incumbent, his proper course would be to resign the trust, and let it be assumed by some one as competent to fulfil it, but with whose business its duties will not injuriously interfere. He, therefore, recommends that the resolutions do not pass.

All of which is respectully submitted.

ANDREW FERRERS.

Report of the Treasurer of a Beneficial Association.

The undersigned, treasurer of the Provident Beneficial Association of Peoria, begs leave to submit his annual report:

The balance in the treasurer's hands at the commencement of the present year, was thirty-one dollars. During the year, as will be seen by reference to the exhibit A, which is hereby appended, there has been received into the treasury, from all sources, five hundred and sixty-five (565) dollars and seventy-five (75) cents. During the same time the expenditures have amounted to two hundred and seventeen (217) dollars and ninety (90) cents, leaving a balance to the credit of the society, and subject to its order, of three hundred and forty-seven (347) dollars and eighty-five (85) cents.

All of which is respectfully submitted.

A. PEDDER, Treasurer P. B. A.

A.

Provident Beneficial Association, in account with
A. PEDDER, *Treasurer.*

DR.			CR.	
1883.			1883.	
Dec. 31.	To cash paid for aid to divers members	$108.00	Jan. 1. By bal. on hand from last year's account	$31.00
	To rent, paid J. Freeman	60.00	Dec. 31. By dues	455.00
	To stationery	4.90	By initiation fees	78.00
	To funeral exp.	45.00	By fines	1.75
		$217.90		
	Bal. on hand	347.85		
		$565.75		$565.75

The undersigned, a committee appointed for the purpose, have compared the foregoing account with the vouchers, and find it to be correct.

JAMES L. SMITH,
R. Y. DATUR.

III. SPECIMENS OF PETITIONS.

Petition for the Pardon of a Convict.

TO ALBERT G. PORTER, ESQ., GOVERNOR OF THE STATE OF INDIANA:

The petition of the undersigned, citizens of Indianapolis, respectfully represents:

That on the fifth day of October, 1882, John Jones, of the city of Indianapolis, was convicted, before the Circuit Court in said city, of the crime of manslaughter, and sentenced therefor to the State prison at Jeffersonville, where he now remains, for the term of ten years and six months; that the evidence upon which he was convicted, as will be seen by the summary appended, was not altogether conclusive; that previous to that time the said Jones had maintained the reputation of being a peaceable and upright man; and that his conduct while in prison, according to the letter of the warden, filed herewith, has been most exemplary. The said Jones has a family who need his support, and under the impression that the well-being of society will not be injured by his enlargement, and that the ends of justice, under the circumstances of the case, have been sufficiently answered, respectfully implore the executive *clemency* in his behalf.

And your petitioners will ever pray, etc.

Remonstrance Against the Passage of a Law.

TO THE GENERAL ASSEMBLY OF THE STATE OF PENNSYLVANIA:

The petition of the undersigned, citizens of the village of Port Kennedy, respectfully sets forth, that they have learned that a bill is now before the two Houses of the Assembly for the purpose of erecting the town aforesaid into a corporate borough, and, believing such a measure to be unnecessary and injurious, and against the will of the inhabitants in the limits of the proposed borough, respectfully, but energetically, remonstrate against its passage by your honorable body.

And your petitioners, as in duty bound, will ever pray, etc.

APPENDIX C.

QUESTIONS FOR EXAMINATION ON PARLIAMENTARY PRACTICE.

THE following questions embody the general principles of parliamentary law, and when mastered give to the individual a thorough knowledge of these vexed questions. It is a student's review and should be studied in all its detail.

QUESTIONS.

1. What is debate?
2. What are controversial powers?
3. What is logic?
4. What is the object of debate?
5. What benefits accrue from a system of discussion?
6. How can a person become a good debater?
7. In establishing a harmonious system of discussion, what must first be considered?
8. What are *rules of government?*
9. What are *parliamentary rules?*
10. From what source did we derive these recognized rules?
11. Why taken from the rules governing the British Parliament?
12. Did *rules of government* originate with the British Parliament? Where did they originate?
13. Why is it necessary for all assemblies to have an established code of rules?
14. What then is the design of *parliamentary law?*
15. What does our general parliamentary law govern?

16. Are they binding upon legislative bodies?

17. Does Congress have an unchangeable set of rules?

18. Are they changeable in the British Parliament?

19. Why did we not adopt the same principle of retention?

20. Are the underlying principles of all parliamentary government the same?

21. In the general assemblies of the people what law governs?

22. Who is recognized as authority on parliamentary practice?

23. What is a *legislative manual?*

24. When such legislative manual is adopted by any particular legislature, does it become authority for the next body following it?

25. Would it be possible to establish a system of governing rules which would agree in every particular with that of Congress, or other legislative assembly?

26. What is the difference between a legislative and a deliberative assembly?

27. Name some of the classes of deliberative assemblies.

28. Do both Houses of Congress have the same legislative manual?

29. Name two important rules of the Senate which are in conflict with the rules of the House.

30. Name some of the rules of the House that could not be applied to common parliamentary law.

31. What are debating clubs?

32. What benefits may result from an earnest conduct of such clubs?

33. What is a *theory?*

34. What is the difference between theory and practice?

35. What is *reform?*

36. How are reforms established?

37. By what terms may the usefulness of debating *societies* be designated?

38. What is *deliberative oratory?*

39. Why should every student study parliamentary law?

40. Why should he study and practice in debate?

41. What are some of the essentials of a good debater?

42. In debating should the speaker confine himself to a written argument?

43. What preparation should a speaker make in the study of an argument?

44. What is an *outline* of discussion?

45. Is this an important feature in a discussion?

46. How can a person become an extemporaneous speaker?

47. Are public speeches usually extemporaneous?

48. In practicing extemporaneous speaking what very important consideration must be observed?

49. In the opening of a debate what should be the aim of the speaker?

50. To whom falls the necessity of establishing the burden of proof?

51. What is an *exordium?* a *peroration?*

52. What is an *organized meeting?*

53. How are people called together for the pnrpose of organizing a deliberative assembly?

54. There being no organization, what is the first step to be employed after the people have come together?

55. What is a *temporary* organization?

56. What is a *permanent* organization?

57. How is the new organization usually taken up and acted upon?

58. What two officers are necessary in all deliberative assemblies?

59. Who are entitled to participate in the proceedings of an assemby?

60. What other officers besides president and secretary may be elected?

61. What is the presiding officer of the United States Senate *called?*

62. What in the House of Representatives?

63. How are they designated in certain ecclesiastical organizations?

64. What in ordinary meetings resulting from a published call?

65. What term is commonly employed in literary and other societies?

66. What names are applied to the recording officer?

67. What is the difference between *majority* and *plurality?*

68. If there is no established rule governing the question of majority and plurality, which is the recognized law in deliberative assemblies?

69. Are governors of the various states elected by a majority or a plurality vote?

70. Name a state requiring a majority of all the votes cast to elect.

71. In legislative elections how are tie votes sometimes decided?

72. When a call for an assembly does not include the whole people, who are recognized as lawful members?

73. What are *credentials?*

74. How are credentials obtained?

75. When are the credentials, or certificates of membership, examined and acted upon?

76. When rival claims are presented, how is the assembly to proceed?

77. Do the contending members have the privileges of other members during the discussion of rights?

78. Does it become necessary that the president, or clerk, shall be a member of the assembly?

79. In legislative bodies is the clerk a member of that body?

80. In the Senate of the United States, and most state senates, is the president a member?

81. Who is president?

82. When an assembly has rightfully appropriated a *room or place* for its sessions, how can it protect itself

from disorderly or improper conduct of any member, or any person not entitled to be therein?

83. What authority has an assembly to employ sufficient force to remove such person or persons?

84. What does the *Constitution of the United States* guarantee on this authority?

85. Repeat this *article of the constitution.*

86. When a person or persons become disorderly, are they subject to prosecution?

87. What are *rules of order?*

88. Why is it necessary that every deliberative assembly should have such rules?

89. What are *special rules?*

90. If special rules come in conflict with general parliamentary law, which must yield?

91. Explain why this is so.

92. How is the *judgment*, *opinion*, *sense* or *will* of a deliberative assembly expressed?

93. Illustrate by example the three ways of expressing judgment, opinion, sense or will of an assembly.

94. How are *motions* made and acted upon?

95. What form is usually adopted in addressing the chair when a motion is presented?

96. If a motion is not seconded what becomes of it?

97. Why is it necessary that every motion should receive a second?

98. Suppose the mover of a properly seconded resolution desires to withdraw the motion, how shall he proceed?

99. Suppose the person seconding refuses to withdraw his second, what becomes of the motion?

100. After a presiding officer has stated that a motion has been made and seconded, can it be withdrawn?

101. When so stated, does it still belong to the mover of the question?

102. Then to whom does the question belong?

103. Can any person make a motion to withdraw the question after it has been stated by the presiding officer?

104. Explain why the persons who made and seconded the motion have lost their personal authority over the question when duly stated to the assembly.

105. What is the difference between a *vote* and a *ballot?*

106. Does a *majority vote* always decide?

107. Name some decisions that require more than a majority vote.

108. What is a *veto?*

109. What is an *impeachment?*

110. Was Andrew Johnson impeached?

111. What motions should be presented in writing?

112. Which may be given orally?

113. At the close of a debate or deliberation, how does the presiding officer proceed?

114. How does the presiding officer state a question?

115. If, after the vote is taken, the presiding officer is unable to decide, how is the vote to be determined?

116. When the presiding officer's decision is questioned, what action shall be taken?

117. What is the *casting vote?*

118. Is the presiding officer of a common assembly debarred from voting?

119. If the presiding officer votes with the other members and the result is a tie, what becomes of the question?

120. Is every member of an assembly obliged to vote?

121. If a member desires to be excused from voting what should be the proper course?

122. What is *viva voce?*

123. What assemblies often adopt the *viva voce* vote?

124. When an assembly requires the yeas and nays by roll call, how proceed?

125. What is it to *re-open* the discussion?

126. Can a question be re-opened for discussion after the voting has been commenced?

127. If a question has been re-opened and discussion *engaged in*, how continue with the voting?

128. What form of voting cannot be suspended and a question re-opened?

129. What is a *quorum?*

130. What is the duty of the presiding officer in regard to a quorum?

131. Suppose the presiding officer is about to render a decision and a member announces that there is no quorum, what must be done?

132. Suppose business has been transacted, and afterwards it was ascertained that at that particular time there was no quorum, what effect does this discovery have upon the transaction?

133. What is a *peremptory decision?*

134. What is a *constitution?*

135. How are constitutions *instituted?*

136. How are constitutions *amended?*

137. How was the constitution of the United States organized into a primary law?

138. How can it be amended?

139. How many and when were the amendments to the constitution of the United States adopted?

140. How are changes made in the rules of an organization?

141. When adopted rules are disregarded or infringed upon, whose duty is it to take notice thereof?

142. Suppose it is not the sentiment or wish of an assembly that a particular rule be enforced?

143. How avoid any future enforcement of distasteful rules?

144. What is "*unanimous consent?*"

145. Explain how it can be used.

146. How are rules amended?

147. When there are no provisions for the assembly to amend or repeal the rules governing them, when can changes be made?

148. Can a rule be dispensed with or suspended, where there is no express provision on the subject?

149. What is *adjournment?*

150. When an assembly is not likely to finish its business at one sitting, when would be the most opportune time to fix the next date for reassembling?

151. In the election of officers of deliberative assemblies why is it necessary that absolute majorities should be required?

152. Name ten duties of the President, or presiding officer?

153. What are the duties of the *Vice-President?*

154. What are the duties of the *Secretary?*

155. What is a *Corresponding Secretary?*

156. What are the duties of the *Treasurer?*

157. What is a *Board of Directors?*

158. Can the officers of a company be a board of directors?

159. What is a *stock company?*

160. How is a stock company organized?

161. What is a stock company without capital?

162. What is it "*to sustain decorum?*"

163. In case of a tie vote can the presiding officer be compelled to vote?

164. When a motion is made that relates exclusively to the presiding officer, who should put the motion?

165. What is a *journal?*

166. When is the journal read?

167. Should the secretary record in the journal all of the important transactions of the assembly?

168. What are *credentials?*

169. What is an officer *pro tem.?*

170. Must an officer who has been appointed *pro tem.*, surrender the office on the arrival of the permanent official?

171. What is the duty of every member?

172. If a member wishes to obtain the floor, how should he address the presiding officer?

173. Suppose the presiding officer refuses to notice the member calling for recognition, what is the duty of that member?

174. How is a subject properly brought before the assembly?

175. Is a member in order who attempts to speak on a subject before it is properly presented?

176. When several members rise and address the chair at the same time, to whom should the president give recognition?

177. Suppose this recognition should be against the sentiment of the assembly, how can it be adjusted?

178. When charges are made against a member, can the assembly request that he withdraw from the room while the matter is under discussion?

179. When can a speaker be called to order?

180. How shall the person calling to order proceed?

181. Under such circumstances what is the duty of the presiding officer?

182. What action may the assembly take?

183. Can the offending member make apology and thus prevent any action?

184. When disorderly words are spoken should action be taken immediately?

185. Can any action be taken after the transaction of business?

186. What are some of the rights of members?

187. What is the right to call to order?

188. When a speaker legally obtains the floor, what is his privilege?

189. If called to order, must he yield the floor?

190. Can a presiding officer interrupt a member on the floor, except on question of order?

191. Can an adjournment be called for while the member has the floor?

192. How long can a member legally hold the floor, if he confines himself to the subject under discussion?

193. What is it to *appeal* from the decision to that of the assembly?

194. How shall the presiding officer conduct this appeal?

195. If the appeal is an important question and the presiding officer desires to enter into his own defense, how should he proceed?

196. When the assembly has made its decision, does the presiding officer resume his seat?

197. What punishment can be inflicted upon a member for wilfully violating the rule of the assembly?

198. What are *misdemeanors?*

199. What are *high breaches of decorum?*

200. What position should a secretary or clerk assume while reading or calling the assembly?

201. What is meant by *calling the assembly?*

202. What are *communications?*

203. What is the *order of business?*

204. After reading the minutes, what does the presiding officer say?

205. If errors occur in the minutes, how are they corrected?

206. What are *motions* and how made?

207. What is the *call for the question?*

208. How prepare a *petition* for presentation?

209. What is the duty of a member presenting a petition?

210. What deviation is usually practiced from this regular method of proceeding?

211. When petitions or other similar snbjects are before the assembly for action, how are they usually disposed of?

212. What is the object of making a motion "*to lie on the table?*

213. When any question is ordered to "lie on the table," when does it again come before the assembly?

214. Can a motion to lie on the table be debated?

215. Is this motion subject to amendment?

216. If a motion to lie on the table is lost, how proceed with the business of the assembly?

217. What question supersedes the one to lie on the *table?*

218. What question supersedes all others?

219. Suppose a question when voted to "lie on the table" is never recalled, what becomes of that subject?

220. It is often said a motion to adjourn is always in order. Is this true?

221. Name four particulars in which a motion to adjourn is not in order?

222. Is a motion to adjourn debatable?

223. Can a motion to adjourn be amended?

224. When a motion to adjourn is without specified time, what becomes of the assembly?

225. What is the difference between a motion to adjourn and a motion to adjourn *sine die?*

226. After a motion to adjourn is lost, when can it be voted upon again?

227. When a subject is under debate, what questions can be received?

228. By what name are these questions distinguished from principal motions?

229. What are *subsidiary questions?*

230. How are snbsidiary motions classified?

231. When the question is considered useless or inexpedient, and the assembly desires to suppress it, what subsidiary questions are used?

232. When more information is wanted, or time for reflection or examination is required, or when there are pressing claims on the assembly, what subsidiary motions are used?

233. When the form is defective, or a more careful consideration should be necessary, what motion?

234. When alterations are desired, what subsidiary motion is employed?

235. Is the *previous question* used in the Senate of the United States?

236. Why is it used in the House and not in the Senate?

237. What subsidiary motion is usually made when it is the desire of the assembly to postpone a question

until the subject under consideration may suit their convenience better than when presented?

238. What is the meaning of *the previous question?*

239. Why is it not debatable?

240. If the previous question is lost, what becomes of the main question?

241. If the previous question is carried, how proceed?

242. What do you understand by *gag-law?*

243. When the previous question is called for, what motions may supersede it?

244. What is meant by *interrupted proposition?*

245. Can a motion to postpone be amended?

246. What is the aim of a motion to postpone indefinitely?

247. What is the *division of a question?*

248. When a motion is thus divided what becomes of it?

249. Are these divisions open to amendment?

250. What must be the condition of a proposition to admit of a division?

251. In legislative bodies propositions are known as *filling blanks*, how are such propositions presented and acted upon?

252. When several propositions are made for filling blanks which relate to time or number,—as a day when postponement shall take place, the number of which a committee shall consist,—which proposition must be taken up first?

253. When the propositions relate to limitation,—as the amount of tax to be raised, the rate of interest, or what day the session of a legislature shall be closed by adjournment, which propositions must be taken up first?

254. What are the terms *addition*, *separation*, and *transposition*, as they are used in legislative assemblies?

255. When an amendment is made by striking out a particular paragraph or certain words, and the amendment is rejected, can it again be moved to strike out the same words, or a part of them?

256. When a question has been moved to amend, or an amendment to an amendment, how shall the presiding officer proceed in stating the question?

257. In the third form of amending by *striking out* and *inserting*, how proceed?

258. When a motion to strike out and insert is carried, what changes can be made?

259. What is the manner of stating a question which is required to be amended by striking out, or inserting, or striking out and inserting other words?

260. Can an amendment be made which will destroy the entire original motion?

261. In deliberative assemblies, what motion can be made and take the place of a regular question?

262. What is a *motion to commit?*

263. What is a *standing committee?*

264. What is a *select committee?*

265. Is a motion to commit subject to amendment?

266. Is a motion to commit debatable?

267. Which is the most complicated of all the privileged questions?

268. What is the ruling of the House of Representatives in regard to an amendment which would destroy the original bill?

269. What is an *omnibus bill?*

270. What is a *rider* as termed in legislation?

271. Name three ways in which amendments are made?

272. What is *an amendment to an amendment?*

273. How far can these amendments be carried?

274. Suppose after an amendment to an amendment has been made it is discovered that another amendment is necessary, how proceed?

275. Can anything which has been stricken out be moved to be put back?

276. Is it in order to propose an amendment which is inconsistent with one already adopted?

277. When such an amendment is presented, is it

competent for the presiding officer to suppress it as being contrary to order?

278. Why does the presiding officer not have this power to suppress?

279. How state a motion to amend?

280. What is the order of putting amendments to vote?

281. When an amendment is before an assembly, what motions can supersede it?

282. What are *orders of the day?*

283. What is understood by *rank?*

284. When there are several subjects assigned for the same day, can the orders of the day call for any particular subject?

285. If a subject has been assigned to a particular hour, how proceed?

286. If a member is speaking can he be interrupted by a motion for the orders of the day?

287. If a question is before an assembly when there is a call for the orders of the day, what becomes of the question?

288. When a subject is ordered for a given day, and it is not taken up on that day, what becomes of the subject?

289. If motion for orders of the day is voted down, what becomes of the subject before the assembly?

290. Can the presiding officer be questioned in regard to his decision of a *breach of order* or *departure from rule?*

291. What is the rule in regard to *reading papers?*

292. Why must a member obtain consent of the assembly before reading any book or paper, or his own speech prepared in writing?

293. When, in the course of a debate or other proceedings, the reading of a paper is called for, and an objection is made upon it, how proceed?

294. What is the *suspension of a rule?*

295. What motion supersedes all the other subsidiary *questions?*

296. How should business be brought before an assembly?

297. When two or more subjects are placed on the table, and no priority has been given to one over the other, which should command the attention of the assembly first?

298. When any paper, which consists of several distinct propositions, is presented for the action of the assembly, how proceed in the most appropriate manner?

299. Where a paper consists of a preamble or title, does it become proper to proceed first with the heading?

300. When a paper has been referred to a committee, and is reported back to the assembly, how is it taken up for consideration?

301. When the resolutions or articles of the committee have been thus agreed upon, how enter the final question upon the records of the assembly?

302. When the paper referred to a committee is reported back in a new draft, which is often done when numerous changes are made, how is the new draft considered?

303. Give an example of how questions may grow out of each other, and in what order they may be decided.

304. As six questions may be before the assembly at the same time, how dispose of them?

305. When is a proposition in order for any member to discuss it?

306. What abusive proceeding is sometimes allowed in moving of subsidiary motions?

307. Under such circumstances, what is the duty of the presiding officer?

308. Has a member the right to discuss a subject before it is moved?

309. Is the discussion of a subject, not already moved, indulged in by the members?

310. What is the duty of a person, in speaking, in regard to mentioning the name of a member then present?

311. When the presiding officer rises to speak at the same time as another member, what shall be the duty of that member?

312. Does the introduction of a subsidiary motion restrain debate on the general question?

313. When a member is called to order for departing from the subject under consideration, what privilege may be extended to him?

314. How many times can a member speak upon the same subject?

315. On what points may a member speak a second time in the same debate?

316. What is the meaning of the phrase "*to clear a matter of fact*"?

317. When a member wishes to make an explanation while another is speaking, and the speaker yields the floor for an explanation, does the speaker have the right to the floor after the explanation has been given?

318. What methods do assemblies adopt to prevent a continuation of lengthy and unprofitable debate?

319. When an assembly will not support the presiding officer in his efforts to maintain order and decorum, what will he be justified in doing?

320. Sometimes it occurs that a member while speaking does not command the attention of the assembly; that his right to be heard is disregarded by improper disturbances, whisperings, talking, and other evidences of no regard for the speaker. What would be the most prudent course of the speaker?

321. In legislative assemblies, how is the question taken by vote?

322. After the affirmative side of the question has beeu put, and voting commenced, is it open to debate?

323. What objects can be accomplished by an interruption of the voting?

324. When, during a division, objections arise concerning the right of any member to vote, how settle the *objection?*

325. Suppose, in counting the assembly, on a division, it appears that there is not a quorum present, what shall be done?

326. Who has a right to make a motion to *reconsider?*

327. What are the powers of a committee?

328. When a subject is referred to a committee, what custom is usually adopted in the selection of that committee?

329. What is the duty of the secretary in regard to committees?

330. Who is the chairman of a committee?

331. When and where does a committee meet for the transaction of business?

332. Can a committee transact business without the attendance of all the members?

333. If a committee fails to meet at the particular time, as ordered by the assembly, what is the result?

334. If disorderly words are spoken in a committee, what is to be done?

335. What is the difference in the action of a committee on a paper originating with, and one referred to them?

336. If a committee is opposed to the whole paper referred to them, can they reject it?

337. What should be the appearance of a paper originating with a committee and reported to the assembly?

338. How should a committee treat a paper referred to it?

339. When the committee has finished its work, what move is next in order?

340. When the report of a committee is to be made, how proceed?

341. If the report is deferred to some future time, what is the manner of their disposing of it?

342. If the report is of a paper with amendments, how proceed?

343. Is a motion and vote necessary in accepting a report?

344. When a report is of considerable length, how is it usually presented to the members for its inspection?

345. When is a committee *dissolved?*

346. Does the action of a committee have any bearing upon a subject recommitted?

347. In how many forms may the report of a committee be presented?

348. When the report of a committee is accepted, how is it regarded by the assembly?

349. What is a *committee of the whole?*

350. How resolve an assembly into a committee of the whole?

351. What is a *majority report?*

352. Can a majority report be amended and a minority report substituted?

353. Who acts as clerk in recording the business transactions of the committee of the whole?

354. How are the records of this committee kept?

355. What is the difference between the proceedings of the assembly and the committee of the whole?

356. How avoid an improper discussion, which in the assembly can be governed by the previous question?

357. If the business of the committee is not concluded at the usual time for the assembly to adjourn, or if the committee have other reasons for not continuing, how shall they proceed?

358. In committee of the whole, who is the presiding officer?

359. What is the object of committee of the whole?

360. Is the formality of a motion and question ever dispensed with as to the time of receiving a report?

361. What is a *preamble?*

362. What is a *critic's report?*

363. What are *ecclesiastical tribunals?*

364. Suppose a church becomes divided and the conflict enters the courts, how are decisions usually based?

365. In secret societies what is a committee of investigation?

366. How can a legislative body compel the attendance of sufficient members to constitute a quorum?

367. What is a *sergeant-at-arms?*

368. What is a *session?*

369. What is a *caucus?*

370. How are nominations made?

371. What is a *primary election law?*

372. How are presidents elected?

373. How both Houses of Congress?

374. Why are states apportioned a different number of electoral votes?

375. How decide the number of representatives from each state?

376. Why has the small state of Rhode Island the same voice in the Senate that is given the large state of Texas?

377. What are the objections of electing the president of the United States by popular vote?

378. How many members are in the House of Representatives?

379. Which state has the greatest number of representatives in Congress? Which the least number?

380. How amend the constitution of the United States?

381. What special duty should be imposed upon every presiding officer in the discharge of business?

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